S.A. Home Care

**JOB DESCRIPTION**

|  |  |
| --- | --- |
|  |  |
|  |  |

# GENERAL PURPOSE OF POSITION

You will be responsible for assisting clients with the tasks of daily living related to personal care and to home management. The primary goal is the client’s dignity, independence, comfort, mobility, personal appearance, and safety.

You may also be doing light housekeeping and/or Companion Care.

# PRIMARY DUTIES AND RESPONSIBILITIES

Approx.

% of time Duty or Responsibility

65 **Personal care of the client:**

* Assist with bathing in bed, tub, shower, or with sponge bath
* Assist with grooming to include care of hair, shaving, and ordinary care of nails (limited to filing and cleaning)
* Oral care
* Skin care
* Dressing/undressing
* Assist individual to move on/off bed pan, commode, or toilet (unskilled transfer)

15 **Light housekeeping:**

* Floor care to include vacuuming, sweeping, and mopping
* Dusting
* Bathroom cleaning
* Bed making and linen change
* Laundry
* Dishes
* Garbage and waste disposal

5 **Meal preparation**

Companionship

5

# OTHER DUTIES AND RESPONSIBILITIES:

The client or his/her representative may make additional requests for services not described within this document. Such requests may be performed if time allows during the visit, and if the duty requested is on the client's care plan. Must adhere to the policies and procedures of **S.A. Home Care**. Should have the ability to respond appropriately in stressful situations.

***Employees are held accountable for all duties of this job.***

# RESPONSIBILITIES FOR WORK OF OTHERS:

No supervisory responsibilities are associated with this position.

# RESPONSIBILITY FOR INTERPERSONAL CONTACTS:

Personal Care Workers should be able to communicate effectively. The PCW must maintain strict client confidentiality at all times.

# POTENTIAL IMPACT OF WORK ON THE ORGANIZATION:

It is the responsibility of the caregivers to adhere to the agency’s policies and procedures to prevent any potential negative impacts in the future.

# POSITION QUALIFICATIONS: EDUCATION/FORMAL TRAINING

**N/A**

# LICENSES. CERTIFICATES. REGISTRATIONS:

S.A. Home Care will provide training

# WORK EXPERIENCE:

* Experience in the field of home care is preferred, but not required.

# SKILLS:

* Must have ability to successfully complete quizzes given on subject matters covered during orientation.
* Must have ability to speak clearly and effectively in a variety of settings. Must have ability to follow written and/or oral instructions
* Must have a record of reporting to work consistently and on time.
* Must have own transportation to include valid driver's license, current auto insurance and reliable vehicle, or a workable plan for alternate transportation.

# PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to perform tasks involving physical activity common to ordinary personal care and household chores. Assisting with homemaking should not exceed 15 Ibs. There may be bending and prolonged standing associated with this position.

**WORK ENVIRONMENT:**

Flexible work schedule to include days/nights, weekdays, and some required weekends. S.A. Home Care does not guarantee hours.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.

EMPLOYEE SIGNATURE DATE