

Job Description

Home Care Professional

Position Title: Home Care Professional

Reports to: Home Care Program Director

Level & Employee Status: Full-time or part-time

FLSA Status: Non-exempt, hourly, overtime eligible

Starting Wage: \$13.00/hour

Cascade Connections is seeking compassionate and dedicated employees to join our team immediately. We strive to employ individuals who desire to make a difference in others' lives by enhancing every aspect of the lives of adults with disabilities. Support includes daily life skills, community integration through outside activities, and assisting in medical care.

Job Summary:

Provide services to individuals with disabilities and aging individuals. Assist each participant with his/her daily needs, as specified in the individual's care plan. Conduct oneself in a professional manner, and abide by the agency's policies and procedures at all times.

Requirements:

Must be 18 years of age or older and have a high school diploma or equivalent. Willing and able to perform the personal care and housekeeping chores detailed in this document. Candidates will be organized and efficient. Must clearly speak, write and understand English and be able to communicate effectively. Willing to submit to for-cause drug testing and able to meet the "Additional Requirements" below within the specified timeframes.

Additional Requirements: (to be obtained within timeframes specified)

- Orientation & Safety Training and Policy & Procedures Training (first day of employment)
- Adult/Child First Aid/CPR/AED Certification (within 30 days of hire, prior to working unsupervised)
- 40-hour CORE and 30-hour Population Specific trainings (within 120 days of hire)
- Home Care Aide (HCA) Certification (within 200 days of hire)
- Nurse Core Delegation Training (prior to being delegated for medication administration)
- Hepatitis B vaccine or waiver (within 30 days of hire)
- Passing Federal fingerprint background check (initial background check authorization submitted within 1 day of hire; fingerprints for Federal background check submitted prior to working unsupervised)
- Valid Washington State Driver License, clear driving record and reliable transportation (upon hire)

- Residence phone or cell phone (upon hire)
- US bank account for direct deposit (upon hire)
- DD Specialty Training (if not required to take 40-hour CORE, within 120 days of hire)

Physical Requirements of the Job:

- Lifting, transferring and positioning:
 - At times, one person or two person lifts are required.
 - Participants may require transferring with the use of a Hoyer Lift.
 - In an emergency, staff may be expected to move up to 100 lbs.
- Bending, scooping and reaching:
 - Assist participants with physical therapy exercises.
 - Dress participants and change attends when necessary.
 - Assist with laundry, carrying supplies and putting away supplies.
 - General household cleaning/maintenance (mopping, vacuuming, tidying up, dishwashing, washing windows, changing light bulbs, yard work, etc.)
- Transportation:
 - Assisting participants in and out of vehicles, including individuals who use wheelchairs or mobility devices.
 - Follow proper procedures for securing seat belt straps, safety straps and belts for wheelchairs.

General Responsibilities:

- Know, understand and regularly review each participant's care plan, and follow plans when providing care.
- May be asked to assist and supervise participants with daily personal care (e.g., bathing, toileting, etc.), as directed by care plans, to ensure their safety and well-being.
- May be asked to assist participants in carrying out basic household chores, (e.g., cooking, cleaning, doing laundry, etc.), as directed by care plans.
- May be asked to perform a wide variety of other tasks, as care plans may change.
- Follow Care plans in regards to medication administration, and document medications in the Medication Administration Record (MAR).
- Accompany and supervise participants on community outings, as directed by care plans. Assist participants with community interactions. Be professional and lead by example.
- Establish and maintain positive communication, working relationships and professional boundaries with participants, guardians/family members and co-workers. Keep the Program Director apprised of interactions.

- Assist participants in accessing appropriate transportation, as directed by care plans, either by personal vehicle or by public transportation.
- Initiate emergency procedures when necessary.
- Read previous shift log entries at start of shift.
- Communicate information with co-workers by documenting shift summaries and occurrences (unusual or otherwise) in appropriate logs.
- Report unusual or emergent situations to the Program Director. Complete incident report forms for management review.
- Immediately report alleged or suspected abuse/neglect/exploitation to Adult Protective Services (APS) or Child Protective Services (CPS) and the Program Director.
- Safeguard the confidentiality of participant records and information (see Confidentiality Pledge.)
- Participate in all designated in-service trainings and attend all staff meetings, as directed by the Program Director).
- Properly document time worked on agency timesheets. Call SanTrax at beginning and end of shifts to report time. Submit timesheet, verifying its accuracy, by due date. Communicate to management any discrepancies between time worked and schedule.

Cascade Connections is an Equal Opportunity Employer and stands committed to Affirmative Action.