

## Job Description Home Care Aide

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**Reports to:** Program Director – Home Care

**Employee Status:** Full-time or part-time

**FLSA Status:** Non-exempt, hourly, overtime eligible

**Benefits:** Sick leave, 401k, Employee Assistance Program. In addition, full-time employees receive: Vacation, health insurance (medical, dental, vision), life insurance

### Job Summary:

Provide compassionate, competent care services to individuals with disabilities and seniors in home settings. Assist each client with daily needs as specified in the individual's Person Centered Service Plan. Duties may include personal care, housekeeping, companion care, and dementia care. Behave professionally and abide by the agency's policies and procedures at all times.

### Requirements:

- At least 18 years of age
- High school diploma or equivalent
- Effectively communicates and understands, reads, and writes in English
- Able and willing to perform the personal care and housekeeping chores detailed in this document
- Organized and efficient
- Able to work with diverse client populations in varied settings
- Treats all clients with respect and relates in a warm, caring manner
- Willing to submit to for-cause drug testing
- Able to meet additional requirements outlined below

### Additional Requirements:

- Valid Washington State driver's license, clear driving record, and reliable transportation (upon hire)
- Residence phone or cell phone (upon hire)
- US bank account for direct deposit (upon 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)
- Orientation & Safety Training and Policy & Procedures Training (first day of employment)
- Hepatitis B vaccine or waiver (within 30 days of hire)
- 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)
- Nurse Core Delegation Training (prior to being delegated for medication administration)
- Developmental Disability Specialty Training (if not required to take 40-hour CORE, within 120 days of hire)
- Home Care Aide (HCA) Certification (within 200 days of hire) or NAC/LPN/RN certificate

### **Physical Requirements:**

- Lifting, transferring, and positioning:
  - At times, 1-person or 2-person lifts are required.
  - Clients 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 clients with physical therapy exercises.
  - Dress clients 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:
  - Assist clients 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.

### **Responsibilities:**

- Know, understand, and regularly review each client's care plan, and follow plans when providing care.
- Assist and supervise clients with daily personal care (e.g., bathing, toileting, etc.) as needed and directed by care plans, to ensure their safety and well-being.
- Assist clients in carrying out basic household chores (e.g., cooking, cleaning, doing laundry, etc.) as needed and directed by care plans.
- 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 clients on community outings, as directed by care plans. Assist clients with community interactions. Be professional and lead by example.
- Establish and maintain positive communication, working relationships and professional boundaries with clients, guardians/family members, and co-workers. Keep the Program Director apprised of interactions.

- Assist clients in accessing appropriate transportation (e.g., public transportation, staff vehicle, etc.).
- 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 client records and information (see Confidentiality Pledge).
- Participate in all designated in-service trainings and attend all staff meetings as directed by the Program Director.
- Punch in and out of AlayaCare at scheduled times to ensure time worked is reported correctly. Communicate to management any discrepancies between time worked and schedule.

**The Residential Operations Manager and the Executive Director reserve the right to make appropriate changes to the preceding job description at any time or as needed.**

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