

**Summary** Cares for elderly, convalescent, or disabled persons in client's home.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintains client confidentiality / adheres to HIPAA requirements and agency's policy and procedure manual.
- Maintains a professional appearance by dressing in required dress protocol.
- Read and follow individual client's Plan of Care.
- Changes bed linens, washes client's laundry, and light housekeeping.
- Purchases, prepares, and serves food for client and other members of family.
- Assists clients into and out of bed, automobile, or wheelchair, to lavatory, and up and down stairs.
- Assists client with hygiene such as bathing, oral care, grooming, and/or dressing.
- Remind client to self-administer medications. Certified Medication Aides in Nebraska can administer prescribed oral medications under written direction of Physician and as directed by Nurse Care Manager in accordance with State of Nebraska Medication Aide Act.
- Accompanies ambulatory clients outside home, serving as guide, companion, and aide.
- Reads aloud and play cards or other games with client upon request.
- Performs variety of miscellaneous duties as requested such as obtaining household supplies and running errands.
- Maintains records of services performed and of apparent condition of client. Records are to be turned in within seven (7) days.
- Reports client complaints or abnormal findings in client condition to a Nurse Care Manager.
- Observe and report any unsafe conditions found in the client's home or unsafe practices regarding the client.
- Attend staff meetings, attend/complete in-services/training, and participate in orientation of new employees.

**Expectations** To perform the job successfully, an individual should demonstrate the following:

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|-----------------------|--------------------------|
| • Customer Service    | • Keep Commitments       |
| • Complete Tasks      | • Motivation             |
| • Organization        | • Attendance/Punctuality |
| • Problem Solving     | • Communication Skills   |
| • Safety              | • Initiative             |
| • Attention to Detail | • Adaptability           |
| • Professionalism     | • Teamwork               |

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education and/or Experience**

High school diploma or general education diploma (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos

Ability to write simple correspondence

Ability to effectively present information in one-on-one and small group situations to clients and other employees of the organization

**Reasoning Ability**

Ability to understand instructions furnished in written or oral form

**Certificates, Licenses, Registrations**

Current driver's license

Certified Nurse Aide or ability to obtain training as a Home Health / Personal Care Aide

Certified Medication Aide (optional, but helpful)

**Other Requirements**

Willing to travel to client's home up to 30 miles away

Available to work every other weekend and every other holiday

Genuine compassion for the elderly and disabled

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk; reach with hands and arms; talk and listen. The employee is occasionally required to stand and sit. The employee must be able to lift and/or move up to 50 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions (bathrooms or warm thermostat settings).