

Job Description

TITLE: In Home Care Provider

IMMEDIATE SUPERVISOR: Staff Development Coordinator

SUMMARY DESCRIPTION:

This position is responsible for those tasks necessary to maintain the client in a safe and healthy environment, promote client health and emotional well-being, and provide those services specified by program guidelines. Duties to include varied personal care tasks, domestic tasks, and transportation.

FUNCTIONAL RESPONSIBILITIES:

- A. Ability to work with clients of diverse social and economic levels possessing a variety of functional levels.
 - Have client present when services are provided.
- B. Perform authorized tasks as indicated on individual service plans, complying with all written plans of care and/or verbal instructions, within the hours allotted. All tasks fall into the categories of:
 - Body Care
 - Nutrition
 - Household services
 - Transportation
- C. Work as a team with other Aides and Supervisors to assure high quality care.
- D. Keep in close contact with Supervisor, maintaining good communication on the condition of all clients, reporting all changes in the client's health status.
- E. Ability to respond to any emergency situation without direct supervision.
- F. Maintain all required paperwork accurately, submitted according to deadlines.
- G. Develop, maintain and submit a monthly work schedule. Reporting all schedule changes to the Scheduling Supervisor.

- H. Maintain client confidentiality.
- I. Attend all required training programs within the required time frame.
- J. Comply with policies and procedures as outlined in Caregiver Handbook, and updated via newsletters, mailings, etc.

QUALIFICATIONS:

- 18 years of age or older.
- Prefer experience in caring for others and/or homemaking.
- Ability to function as a good team member.
- Ability to communicate effectively with clients, Supervisor and Care Providers.
- Dependable, punctual, flexible and caring.
- Ability to work independently.
- Must possess driver's license and insurance to reimbursed mileage

SPECIAL REQUIREMENTS:

- Satisfactory results from required criminal history background check per the Child/Adult Abuse Information Act.
- Available for a minimum of 20 hours per week, including substitute work as requested. Flexible schedules to meet individual needs.

PHYSICAL REQUIREMENTS:

- Adequate physical health, strength, and stamina to perform all authorized tasks.

It is the policy of the Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.