**Job Description: Live-In Care Aide**

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| **Description**   * Provide “around-the-clock” care to clients, who prefer to receive needed services in their own homes rather than in an Assisted Living Facility. * Service must be delivered in a reliable, compassionate, dignified, and respectful manner and be in accordance with the client’s choices, Agency policies and industry standards. * Caregiver must respect and adhere to clients’ household rules.   **Reporting Relationship**   * Reports to supervisor   **Responsibilities/Activities**  Duties vary depending on the individual client’s care plan. They can include all, or a selection of, the following activities although other authorized activities could be added to meet a specific client’s needs:  Assist with personal care activities including bathing, skin care, shaving, mouth care, toileting (including bladder & bowel care), dressing and hair care.  Assist with mobility, including walking, transferring, and pushing wheelchair.  Perform daily household tasks such as light cleaning, changing beds, laundry, ironing, shopping.  Prepare and serve meals. Clean up and store left-over food.  Assist with menu planning ensuring dietary restrictions are followed.  Assist clients with recreational activities they enjoy.  Maintain a healthy and safe environment.  Report any change in a client’s mental or physical condition, or their home situation.  Document clinical notes. Keep them secure and confidential.  Assist with prescribed medications, in accordance with the Agency’s Medication Management Policy.  Handle correspondence and financial matters, as requested.  Drive client’s vehicle, as directed, or personal vehicle when transporting client, in accordance with the Agency’s Vehicle Usage Policies.  Respect client confidentiality and privacy at all times.  Discuss breaks with client to ensure that these are consented to and mutually suitable.  Monitoring working hours, as worked out between the Agency and the client.  Report & document required and clinical notes, as per Agency’s procedures.  Adhere to Agency policies and procedures.  **Required Knowledge & Understanding**  Knowledge of home management skills.  Knowledge of personal care activities.  Knowledge of principles and processes for client service delivery, including needs assessments, adherence to quality standards and evaluation of client satisfaction.  Knowledge of the English language.  Knowledge of information and techniques needed to diagnose and treat injuries including emergency First Aid and CPR.  Knowledge of clerical procedures such as maintaining records and completing forms.  Knowledge of safeguarding matters and how to recognize and report abuse.  Working knowledge of health and safety matters relating to homecare.  Understanding the importance of providing support, in accordance with clients’ wishes and needs.  Understanding the needs of individuals who require care and support.  Understanding and respecting a client’s rights.  Understanding the importance and application of confidentiality.  **Personal Attributes**  Compassionate to individuals who need care and support.  Respect for clients regardless of ailments, backgrounds, cultures, and beliefs.  Commitment to non-discrimination  Self-motivated and willingness to seek guidance when needed and follow instructions.  Willingness to undertake training, as required.  Good organizational skills  Good working ethics and application of tact  Good personal hygiene and appearance  **Abilities**  Ability to follow orders and instructions.  Ability to numerically manage money, shop and pay bills, when requested by client.  Ability to be aware of other people’s reactions and understand why they react as they do.  Ability to provide care in a manner that respects dignity, is non-judgmental and promotes independence.  Ability to understand written and oral instructions.  Ability to communicate information, orally and in writing, so others understand.  Ability to listen and understand spoken words.  Ability to work independently and in cooperation with others.  Ability to determine or recognize when something is likely to go wrong.  Ability to apply reason and logic to identify strengths and weaknesses.  Ability to identify problems and determine effective solutions.  Ability to suggest ideas on a subject.  Ability to provide advice and consultation to others.  Ability to observe and recognize changes in clients.  Ability to establish and maintain harmonious relations with clients/families, co-workers, and professionals.  Ability to perform activities that use the whole body.  Ability to handle and move objects and people.  **Physical and Mental Demands**  Good physical and mental health  Good stamina and fitness to meet the physical demands of the job.  Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.  Mental fortitude and stability to handle stress.  Physical and mental ability to drive a vehicle.  **Qualifications/Education**  Minimum of six months of paid senior caregiving experience OR one of the following certifications: CNA, HHA, PCA (preferred)  Current driver’s license, state ID or passport  Social security card or birth certificate  Proper vehicle insurance coverage (if transporting client)  Ability to pass a criminal background check and drug screening.  High school diploma or GED  Must maintain a working phone number for employer communication.  **Training/Experience**  May require related experience.  On-the-job training for new activities. |

I have read and understand the job description and agree to fulfill the position’s responsibilities.

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Live-In Care Aide’s Signature Date

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Supervisor’s Signature Date