**Policy # FCSS-0158.98**

**RIMBEY COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: TASKS OF HOME SUPPORT**

**DEPARTMENT: HOME SUPPORT**

**EFFECTIVE DATE: NOVEMBER 18, 1998**

**HOME SUPPORT**

1. Routine maintenance cleaning and laundry, vacuuming, dusting, surface cleaning of kitchen and bathrooms, cleaning appliances, changing bed and washing floors.
2. Menu planning and meal preparation suitable to client’s needs including special diets. Prepare and store (freezing) goods in a sanitary manner.
3. Other home management services including assistance with shopping, baking, banking, errands, medication reminders, and cleaning items of special or sentimental value.

**FCSS/RCHHS Health Care Aides may not do the following:**

1. Clean apartment laundry machines.
2. Prepare meals for entertaining.
3. Do any tasks for family members unrelated to client needs.
4. Provide cleaning supplies.
5. Remove windows or patio doors from casings or wash outside of windows.
6. Use ladders or stools to reach objects.
7. Perform minor household repairs, paint or outside yard work.
8. Wash walls, strip wax, polish floors, wall paper, shampoo carpets, move furniture or any seasonal type of work.
9. Transport clients or their families.
10. Handle large sums of money (over $100.00) or transport items of value such as jewellery, art or furniture.
11. Lend to or accept money from clients or their family.

Revised/Reviewed: ***May 30, 2019***

This Policy shall be reviewed at the discretion of the Board but at least annually.