

JOB TITLE: Home Care Aide

Exempt: From meal and rest breaks

Nonexempt: From overtime provisions by wage order

REPORTS TO: HCA Manager

REVISION DATE: January, 2017

JOB SUMMARY

Individuals in this position work in a private household and facilitate the activities of daily living, related to the independent living of clients who cannot care for themselves due to a health or age limitation. The duties listed below are expected to be performed based on individual client needs. Under no circumstances will individuals in this position perform medical services or spend more than 20% of their time worked on duties unrelated to the direct care and supervision of the client.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Individuals will perform duties in support of the Activities of Daily Living (ADLs) and Instrumental ADLs listed below. Other duties may be assigned in the sole discretion of the Company.

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| <p>Activities of Daily Living</p> <p>Dressing / Undressing</p> <p>Eating</p> <p>Transferring</p> <p>Incontinence Care</p> <p>Toileting</p> <p>Ambulation</p> |
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| <p>Instrumental ADLs</p> <p>Telephone</p> <p>Shopping</p> <p>Food Preparation</p> <p>Housekeeping</p> <p>Laundry</p> <p>Transport</p> <p>Medications</p> |
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Essential job functions involved in ADL / IADL support include:

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| <ul style="list-style-type: none"> ➤ Locomotion/ambulation ➤ Bed Mobility and positioning ➤ Eating ➤ Bathing and toileting ➤ Catheter and ostomy care ➤ Oral hygiene ➤ Skin care ➤ Protective supervision | <ul style="list-style-type: none"> ➤ Planning and preparing nutritious meals ➤ Assisting in feeding client as appropriate ➤ Vacuuming and mopping ➤ Laundry of client's clothing and bedding ➤ Cleaning bathroom ➤ Shopping ➤ Changing bed linens ➤ Medication Reminder |
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| <ul style="list-style-type: none">➤ Social interaction / behavior modification activities as directed by the Plan of Care➤ Assisting in range of motion and other procedures as instructed by any professional therapist or nurse | <ul style="list-style-type: none">➤ Foot care (nails will be filed only, no clipping; diabetic clients will only have lotion applied and referred to their doctor for nail care) |
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Other essential functions include reporting to work on time, using equipment safely, reporting any changes in the client’s condition to the supervisor and documenting care provided consistent with ApexCare policies and procedures.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

COMPETENCIES

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

1. Excellent interpersonal skills, including the ability to maintain confidentiality.
2. Written communication - the ability to write clearly and informatively.
3. Ethics - treats people with respect.
4. Teamwork - balances team and individual responsibilities.
5. Organizational support - follows policies and procedures; supports organizations and client’s goals and values.
6. Safety and security - observes safety and security procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position unless doing so would impose an undue burden on ApexCare.

1. Education and/or Experience: Certified Nurse Assistant or Home Health Aide experience, or up to two years related experience or training, or an equivalent combination of education and experience.

2. 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 customers, clients, and other employees.
3. Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
4. Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Registration with the Home Care Services Bureau and Home Care Registry
2. CNA/HHA certification preferred
3. Valid California Driver License
4. Insured car under the name of the employee
5. Negative TB test

PHYSICAL DEMANDS

In performing the essential functions of this position, individuals in this position will regularly be required to use their hands to finger, handle, or feel; to reach with their hands and arms; to speak and/or listen and to taste and/or smell. Individuals in this position frequently will be required to stand, walk, and sit. Individuals in this position occasionally will be required to climb or balance and stoop, kneel, crouch, or crawl. Individuals in this position must occasionally lift or move up to 75 pounds (this does not refer to transfers using tools such as a Gait Belt). Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Transferring or lifting a person from a seated or lying position is required and considered an essential function for this job. The Home Care Aide is required to lift 75 pounds from 24 through 48 inches and/or pull up to 50 pounds from waist height. Performing ADLs and IADLs may require lifting to a 15 pound lift from 0 to 72 inches or carrying 50 pound objects up to 50 feet. Working environments may be in small and enclosed areas. It is important for the safety of the Home Care Aide and the client that the Aide has the capability to rotate without anatomical limitation 90 degrees.

WORK ENVIRONMENT

While performing the duties of this job, the employee does not work near moving mechanical parts, work in high, precarious places, endure outdoor weather conditions and/or endure extreme cold or heat (non-weather). The noise level in the work environment is generally quiet.

ACCEPTANCE STATEMENT:

I have carefully read, understand, and accept the above job description, including the qualifications and requirements of the position of HOME CARE AIDE, and if employed, I certify I can and will perform essential functions of the position with or without reasonable accommodation.

I further understand my employment with ApexCare is at will, which means either the Company or I may terminate my employment at any time, for any reason, with or without cause or notice.

Employee's Signature

Date

Employee's Printed Name

Employee Initial: _____