TITLE: Home Care Direct Care Worker

QUALIFICATIONS:

Education/Training/Experience: High School Diploma or GED required. Experience working with older adults preferred. Previous personal care experience preferred.

Job Requirements: Part-time (20-29 hours per week). Physical ability to perform personal care assistance and basic household cleaning tasks. Ability to reach, bend, stoop, climb stairs, and lift up to 25 pounds. Must have good communication skills, maintain client confidentiality, and be dependable and able to get along well with older adults and their family caregivers.

Ability to plan, organize, schedule time and work without direct supervision is necessary. Direct Care Worker will not work privately for Senior Services Home Care clients. Must maintain reliable transportation, good driving record, valid Michigan driver's license and automobile insurance. Willingness to drive anywhere within Midland County is necessary.

JOB GOAL: To provide personal assistance and support to older adults in their home. Give direct relief to family caregiver by providing short-term supervision and care to the older adult. Perform routine household cleaning tasks to maintain a safe living environment. Promote health, maintain independence and maximize client abilities.

REPORTS TO: Home Care Manager

PERFORMANCE RESPONSIBILITIES

1. Assistance to the older adult includes, but not limited to, bathing and grooming, assistance with toileting, incontinence care, respite for family caregiver, medication reminders, meal preparation, homemaking, and laundry.
2. Work compassionately with older adults with varying degrees of physical and cognitive limitations.
3. Follow and meet the client's Care Plan of assistance.
4. Document client visits, assistance provided and units of service. Adhere to the number of hours scheduled.
5. Observe, record and report any change in the client's condition and home environment to Home Care office staff.
6. Possess good customer service skills and display professionalism.
7. Attend meetings, workshops and trainings as assigned.
8. Perform such other tasks as may be assigned.
9. Ensure confidentiality of all client records and information.
10. Maintain an awareness of and follow Senior Services Policies and Procedures with special emphasis on safety, emergency procedures, sanitation and universal precautions, as well as following common sense work practices.

Reviewed and Agreed to by: _____ Date: _____