

East Valley Adult Resources, Inc. Job Description: Home Care Aide
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Overview: The Home Care Aide is responsible for performing non-medical duties that enable older and disabled adult clients to remain independent by providing services within the client's home. These duties include, but are not limited to: monitoring and recording client and home environment condition; providing support and personal services; and, providing respite assistance for caregivers.

Major Duties:

1. Assist client with Activities of Daily Living through services provided in accordance with the client's care plan. Direct services may include, but are not limited to: light housekeeping; meal preparation and clean up; changing bed linens; laundry services; grocery shopping; running errands for client; providing personal care services such as toileting, bathing, dressing, grooming, and eating; assisting with transfer to and from wheelchair and/or bed; and, providing intermittent respite care and supervision of client in order to relieve family caregiver.
2. Observe client's physical and mental condition. Respond rapidly and appropriately in emergency situations. Report all accidents and/or incidents to supervisor immediately.
3. Follow work assignments and/or work schedules in completing and performing assigned tasks.
4. Maintain accurate client records and service timesheets. Submit service sheets as required.
5. Assist in providing a safe environment and promote quality client care through adherence to established policies, procedures and standards. Uphold and reinforce all confidentiality policies and procedures.
6. Foster appropriate and courteous communication and positive relationships with supervisor, staff, clients and their families. Work as a cooperative and proactive team member.
7. Update job knowledge by participating in educational/ training opportunities.
8. Other duties as needed and appropriately assigned.

Qualifications:

1. High school diploma or equivalent.
2. Home care or related direct experience working with homebound older or disabled adults. Sensitivity to the needs of older adults.
3. Ability to work independently and proactively with clients and families.
4. Work history that demonstrates reliability and punctuality. Ability to maintain a personable, neat appearance, and follow instructions.
5. Strong customer service focus. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.

Requirements:

1. Ability to successfully complete requirements of Arizona Direct Care Worker training curriculum: Principles of Caregiving.
2. Ability to obtain CPR and First Aid certification and a negative TB skin test or chest x-ray.
3. Ability to lift 25 lbs and to transfer client with assistance of equipment such as gait belt or lift. Knowledge of proper lifting techniques.
4. Ability to obtain Level 1 Fingerprint Clearance Card and compliance with EVAR's background check policies.
5. Reliable transportation to use in the performance of work and possession of valid driver's license and vehicle liability insurance.

Responsible to: Home Care Specialist

Status/Hours: Up to 20 hours per week, non-exempt position. Hours vary based on client needs and schedules.

Primary Work Site: Work in clients' homes. Home Care office located at Mesa Active Adult Center.

Equal Opportunity Employer