

ASSISTANCE IN HOME CARE

SOUTH BAY & NORTH ORANGE COUNTY

Job Description Form



Division/Department	General Office		
Location	12832 Valley View Street Suite 211 Garden Grove, CA 92845		
Job Title	Personal Care Caregiver		
Reports to	Bonnie Pevytoe	<i>Title</i>	Client Care Coordinator

Level/Grade	Professional I	Type of position:	Hours: 25-30 / week
		Full-time	Exempt
		<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
		Contractor	
		Intern	

GENERAL DESCRIPTION

Policy

The Assistance In Home Care agency shall perform personal care tasks and homemaker/companion tasks for people of all ages who are recovering, rehabilitating and convalescing in their residences. Services will be provided pursuant to a Services Agreement and Plan of Care agreed to by the client or the client's responsible party, if applicable.

Assistance In Home Care provides care 24 hours a day, 7 days a week.

Physical Qualifications:

COMPENTENCY REQUIREMENTS

- 1 year of verifiable in home care or a skilled facility experience
- Meet hiring requirements as identified by the State of California
- Function with minimal supervision
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; able to read and interpret and act on written information.
- Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.
- Judgment – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

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EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> High School Diploma 			

Companionship Care- Non-touching activities designed to enrich the client's quality of life.

1. Meal planning & preparation
2. Housekeeping
3. Laundry preparation and linen change
4. Medication reminders
5. Home safety evaluation
6. Unassisted transportation to the grocery store, physician, beauty shop, etc...
7. Running errands and shopping for and with the client
8. Family communication
9. Conversations about life, history, current affairs, family matters
10. Encouragement and support from caregivers
11. Insuring that life is balanced and well-ordered in the home
12. Life review, photo album review
13. Conversations about issues of spirituality
14. Playing games
15. Reading together
16. Social outings
17. Social outing assistance
18. Letter writing
19. Reading together
20. Hobbies & arts and crafts
21. Gardening
22. Hosting social activities for client and peers

AND

Personal Care- Supportive activities that allow our caregivers to physically touch clients in the process of assisting with activities of daily living. The goal of personal care services is to provide a higher quality of life and personal functioning through appropriate caregiver support.

1. Bathing and Grooming Assistance (Shaving must be done with an electric razor)
2. Oral care
3. Finger nail care that does not require clipping of nails
4. In-bed bathing
5. Dressing assistance
6. Toileting assistance including hygiene and help with bedpans and urinals
7. Incontinence care
8. Transfer assistance without lifting-assistance devices
9. Ambulation assistance with walkers, canes and wheelchairs
10. Feeding assistance
11. Client turning and repositioning
12. Assisted transportation

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REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	