



JOB DESCRIPTION

Attendant

JOB SUMMARY:

A person who is specifically trained, competent and performs assigned functions of personal care to the consumer in their residence under the direction, instruction and supervision of qualified Agency personnel.

QUALIFICATIONS:

1. Have a sympathetic attitude toward the care of the sick and elderly.
2. Ability to carry out written and verbal directions, read and write.
3. Maturity and ability to deal effectively with the demands of the job.
4. 18 years of age.
5. High School Diploma or GED.

LINE OF AUTHORITY: Reports to the Home Care Supervisor.

RESPONSIBILITIES:

1. Performs personal care services in accordance with the plan of care and Agency policy.
2. Understands and adheres to established Agency policies and procedures.
3. Completes appropriate service notes completely, accurately and in a timely manner as per Agency policy.
4. Reports changes in the consumer's condition and needs to the manager.
5. Performs household services essential to care in the home as assigned.
6. Ambulates and exercises the consumer as assigned.
7. Provides medication reminders as assigned.
8. Understands and promotes consumer rights.
9. Participates in all required orientation, training, competency and in-service programs as scheduled and necessary per Agency policy.
10. Is available for, and participates in, on-site management visits per Agency direction, at a minimum of every 3 months.
11. Participates in coordination of consumer care, as required.

WORKING ENVIRONMENT:

Works indoors in Agency office and consumer homes and travels to/from consumer homes. The position may require the ability to travel in inclement weather in some cases. The position may require walking outdoors.

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JOB RELATIONSHIPS:

1. Supervised by: Manager / Agency Director

RISK EXPOSURE:

Low-Moderate risk

LIFTING REQUIREMENTS:

Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Heavy lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

Please send a cover letter and your resume to David Samson at Envida:

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