|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Home Care Attendant (Non-Family) | Job Category: | Nonexempt |
| Location: | 5660 N Academy Blvd. | Travel Required: | To and from client’s home |
| Level/Salary Range: | $12.00-$15.00 | Position Type: | Part time or full time |
| Contact: | Roslyn Beall | Hours of Work: | Varies related to care plan |
| Applications Accepted By: |
| Fax or E-mail:719-699-07845 or rbeall@envidacares.org**Subject Line**: HC Job OpeningAttention: HR | Mail:Envida – HR 5660 N Academy BlvdColorado Springs, CO 80918 |
| Job Description |
| Summary of FunctionA person who specializes in the functions of personal care and/or housekeeping for a client/consumer in their residence under the direction, instruction and supervision of qualified agency personnel. Role and Responsibilities1. Performs and demonstrates competency with the personal care plan, agency policies and tasks required for the care of the client.
2. Demonstrates appropriate interpersonal communications with client, caregivers and employees.
3. Complete training to include: Elder abuse and neglect signs, HIPAA, blood-born pathogens, emergency response, communication/behavioral management and professional boundaries, first aid, infection control, safety, and consumer rights.
4. Duties for personal care may include but not be limited to: medication reminding, blood pressure, bathing assistance, skin, hair, mouth care, dressing, feeding, ambulation, exercise, transfers, positioning, bladder and bowel care, respiratory care, accompanying, protective oversight, first aid, universal precautions, infection control, hand washing, etc.
5. Provide notification to Supervisor or Nurse of any changes in client’s condition, hospitalizations or incidences of concern.
6. Comply with applicable laws and regulations, including but not limited to, providing accurate documentation of tasks and services provided to the client and client activity, protect the client’s health care information, and report potential safety, fraud or abuse to the Home Care Supervisor.
7. Consistently use proper body mechanics and use proper infection and safety techniques to maintain a healthy environment for you and the client.
8. Learn and remain familiar with the Patient Bill of Rights and Responsibilities.
9. When assigned to do so, preform duties of housekeeping: which may include: cleaning, cooking, laundry and grocery shopping tasks.
10. Inform the Agency of your availability and desire for work assignment(s) and follow through with the assignments you accept.
11. Participate in staff meetings and ongoing continuing education training as required.
12. Consistently function as a member of the care and services team in a positive manner.
13. Seek guidance and supervision whenever the needs of the client change, or issues, or questions arise as to the tasks, responsibilities.
14. Communicate with management areas where operations/client care or employee engagement or training can improve.
15. Comply with Agency policies and procedures, including submission of accurate time sheets at assigned time frames. Maintains confidentiality and compliance with HIPAA regulations.
 |
| Knowledge, Skills, and Abilities* All employees are expected to conduct themselves as a representative of the agency. This means behavior which positively impacts the company reputation, clients, services and property.
* Ability to understand and follow written and verbal instructions.
* Basic knowledge of proper food handling, appliance and equipment cleanliness and safety.
* Ability to exercise initiative, critical thinking, and independent judgment.
* Demonstrates a high degree of integrity and dependability in commitment to completion of work assignments.
* Excellent communication skills that are clear, compassionate, and patient.
* Familiar with aging, illness, chronic, congenital conditions adversely affecting health and tolerance for stressful situations.
* Observes confidentiality and safeguards all consumer related information.
* Demonstrates a genuine interest in the care giver role.
* Develops a cooperative relationship and communicates effectively and professionally with consumers, families, co-workers and referral sources.
* Follow job description responsibilities and agency policy and procedures.

Qualifications and Education Requirements* High School Diploma or GED.
* CPR Certified preferred.
* Competition of six topics of envida self-training annually upon hire.
* Completes six units on ongoing training annually.
* Completion of competency skills validation upon hire.
* Acceptance of mission, philosophy and goals of Agency.
* Ability to work with individuals to enlist cooperation of many people to perform/achieve a common goal.
* Valid Driver license and insurance.
* At least 21 years of age.
* In-home care experience.

Organizational Relationships* Reports to the Home Care Supervisor

Working Conditions* Works in the home of the client/consumer.
 |