HOME CARE AIDE
DEPARTMENT: Home Care
SUPERVISOR: Director of Home Care & RN Case Managers

Approved by: Chief Operating Officer
Date: April 2025
FLSA: Non-exempt

POSITION SUMMARY

Performs direct home care services including personal care, home management tasks, and/or respite care per Plan of Care. Services are to be provided in a safe manner for the Home Care Aide and the participant. Delivers quality customer service to participants and their family members at all times.

QUALIFICATIONS

Education, Experience, Training:

High school graduate or equivalent; CNA (Certified Nurse Aide) with the state of North Carolina and in good standing with the NC Division Health Services Regulation. Experience working with the elderly preferred.

Knowledge, Skills, Ability:

- Ability to pass Nurse Aide Competency Test
- Ability to take vital signs, assist participants in transfers and ambulation using program's safety guidelines
- Good judgment and interpersonal skills in working with older adults and individuals with disabilities
- Ability to handle sensitive information in a confidential manner
- Ability to understand and follow (POC) Plan of Care per program requirements
- Ability to complete paperwork in accordance with Home Care Policies and Procedures

Physical Requirements:

- Ability to assist participants with bathing, dressing, toileting, and hygiene needs
- Ability to assist participants with mobility, positioning, and transfers, including lifting, turning, or repositioning individuals who may require full or partial support
- Frequent standing, walking, bending, kneeling, and reaching as part of daily tasks
- Ability to safely operate mechanical lifts and other transfer aids when needed
- Ability to utilize stairways, drive, complete light housekeeping, and meal preparation
- Ability to lift up to 20 pounds
- No substantial exposure to adverse environmental conditions

ESSENTIAL FUNCTIONS

85% Provides all participant services according to the established Plan of Care as assigned; provides or assists with hands-on personal care tasks; performs light housekeeping and simple meal preparation as indicated; assists with errands, grocery and/or medication pickup as planned; relieves caregiver with respite care for participants; maintains a weekly schedule and communicates changes in the schedule with the scheduler as they occur; reports significant participant changes to the office as they occur.

5% Completes Participant Activity Record (CAR) for each participant seen, obtains required participant signatures and submits paperwork each Friday afternoon no later than 4:00 pm to the Home Care office; completes any returned paperwork for changes promptly.

10% Attends mandatory monthly in-services and other required meetings; maintains Certified Nurse Aide certification; performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for own work only.

AUTHORITY/ACCOUNTABILITY

Responsible for implementing participant's plan of care, as well as performing tasks according to OSHA regulations and Senior Services' policies and procedures. Reports on significant participant changes to the office. Must have dependable transportation and maintain proof of automobile insurance. Must maintain a personal local telephone number. Not substantially exposed to adverse environmental conditions.

PROBLEM SOLVING

Resolves issues regarding participant needs, maintaining HIPAA compliance, family communication, scheduling and reporting.