

# Home Care Aide Job Description

**Salary**

Starting pay \$15.98 per hr.

**Location**

Warren County - 501215 – 301 N Buxton St Ste. 203 Indianola, IA

**Job Type**

PRN (As Needed)

**Agency**

Warren County Health Services

**Job Position:**

Home Care Aid

**Closing**

Until filled

**Point of Contact**

joelles@warrencountyia.org

**Position Summary**

The Home Care Aide provides a variety of home care services to enhance the capacity of household members to attain or maintain independence during stress or crisis.

**Essential Functions**

- Plans daily performance of required tasks in order to meet the needs of client by considering his/her priorities, lifestyle, plan of care and time schedule established by the supervisor
- Helps clients by performing and /or teaching tasks, such as housekeeping, meal preparation, respite care, and household management to maintain a clean, healthy environment
- Provides protective services intended to stabilize a child or adult's residential environment and alleviate or prevent abuse or neglects by modeling/teaching appropriate behavior and reporting suspect or observed incidents of abuse or neglect to the supervisor
- Serves as a role model for successful parenting to convey techniques for use by overwhelmed parent and to encourage changes in behavior by demonstrating self-sufficiency and self-esteem. Provides emotional support and understanding to clients and families in crisis by being an active listener and providing encouragement to help lessen stress
- Provides care for ill, handicapped or dependent child or adult to allow the regular caretaker a period of respite from usual responsibilities including, but not limited to, bathing, toileting, skin, mouth care, shampoos, care of catheters, recording of vital signs and observing medication regiment under professional guidance
- Promotes and instructs good eating habits by planning, purchasing, preparing and serving nutritious, well balanced and attractive foods in accordance with client's preferences and known diet restrictions

# Home Care Aide

## Job Description

- Maintains contact with supervisor to ensure that appropriate care and services are rendered by reporting changes in client's health, behavior and environment, submits records of activities and seeks guidance to improve level of care
- Teaches/demonstrates use of basic principles of money management to lessen client's financial burden by developing budget or involving supervisor in severe situations
- Does shopping and other errands essential to maintaining clients in home
- Helps clients to use canes, walkers, prostheses, etc. by instructing and physically working with them in order for the client to attain a higher degree of self-sufficiency and functioning under professional supervision
- Must attend twelve hours of in-services and continuously demonstrate competency and proficiency of skills
- Inform others of community programs available
- Other duties as assigned

### Education, Skills and Experience

- Graduation from high school or GED or a combination of education, training and experience
- Ability to perform housekeeping, budgeting, and related healthcare tasks
- Ability to exercise sound judgment in routine and emergency situations
- Ability to instruct others in such areas as home management, meal planning and housekeeping
- Knowledge of the elements of basic nutrition and meal planning
- Knowledge of care plans and changes in individual's condition that should be reported to a supervisor
- Knowledge of basic infection control practices in the home environment
- Knowledge of indicators of adult abuse and neglect
- Knowledge of the aging process and emotional problems relating to aging and illness
- Excellent interpersonal and communication skills with other employees/departments/offices within Warren County
- Must be a positive representative of Health Service and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County
- Must have a valid State of Iowa driver's license
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### Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

*Work environment:* The noise level in the work environment minimal.