



## North Eastman Health Association Inc. Job Description

### Home Care Attendant

#### **POSITION SUMMARY:**

Under the direction of the Home Care Resource Coordinator, the Home Care Attendant functions as a member of a multidisciplinary team. As identified by the plan of care established, the Home Care Attendant provides personal care and home support services to enable clients to remain as independent as possible in meeting their identified needs and to support the client in remaining safe in their home for as long as possible. In collaboration with other health team members, the Home Care Attendant promotes integrated holistic health care service that is responsive to the needs of the residents of North Eastman. The position functions in a manner consistent with and supports the Mission, Vision, Values & Guiding Principles of the North Eastman Health Association.

**Reports To:** Home Care Resource Coordinator

**Location:** Various sites throughout the region

**Supervises:** Not applicable

**Union:** MEGU - Community Support

#### **QUALIFICATIONS:**

##### **Education and Experience**

- Certificate in Health Care Aide Course from an accredited college. Other combinations of education and experience may be considered at a commensurate classification and salary.
- Certificate in Safe Food Handling required (or it must be obtained during probationary period).

##### **Knowledge, Skills and Abilities**

- Candidates must be available to work a variety of shifts.
- Ability to provide safe, effective, personal care in a manner that considers each individual's need for comfort, privacy, and respect.
- Previous experience working with the elderly or infirm in a community setting is preferred.
- Ability to communicate effectively with clients, families, and coworkers; both orally and in writing.
- Strong organizational skills.
- Demonstrated ability to work independently and as a member of a health care team.
- A valid driver's license and access to a vehicle for work purposes is required.
- Access to an answering machine and /or call display.

**POSITION DUTIES AND RESPONSIBILITIES:**

Provides supportive care to clients

- Establishes an effective working relationship with client/family
- Demonstrates respect for client's feelings, need for confidentiality, privacy, routine, and lifestyle when providing care
- Supports/assists clients in Activities of Daily Living (ADL) as identified in the Home Care Service Plan

Provides personal care to clients

- Assists/provides clients with personal care as identified in the Home Care Service Plan. Tasks that may be assigned are assisting with dressing, hygiene, bathing, shaving, mouth care, skin care, nail care, pericare and hair care
- Assists with ambulation, transfer, and positioning, including the use of mobility aids, mechanical lifts, or other equipment
- Assists with feeding or feeds client as indicated in Home Care Service Plan
- Ensures medication is taken as directed by the Home Care Service Plan

Provides for the elimination of body waste

- Assists client in toileting, including the use of bedpans, urinals, and commodes
- Assists with changing of incontinent pads when required
- Assists with empty and changing urinary drainage bags
- Assists with application/removal of condom catheter

Provides specially authorized personal care

- Carries out specially authorized activities that require client specific training (i.e. eye drops, ear drops, application of topical ointments, ostomy care, bowel routine care, etc)

Prevents the spread of communicable disease

- Follows communicable disease protocol for universal precautions for handling blood and body fluids
- Demonstrates knowledge of communicable disease control in the performance of duties

Provides light housekeeping and laundry

- Maintains a safe and sanitary environment

Provides for nutritional intake

- Assists with meal planning and preparation according to the Home Care Service Plan

Organizes work according to the client's needs and assigned tasks

- Plans authorized care with the client
- Prioritizes assigned tasks
- Completes work assignment in the time provided

Maintains accountability

- Adheres to schedule as assigned
- Reports concerns in performance of tasks to the Resource Coordinator

- Observes and reports significant changes of client to Case Coordinator
- Maintains client confidentiality
- Completes and submits timesheets and mileage reports within expected deadlines
- Completes Occurrence reports according to instructions within expected identified timelines
- Utilizes supervision for problem solving, clarification of assignment, and to identify training needs

#### Demonstrates Appropriate Code of Conduct

- Demonstrates commitment and cooperation
- Displays a professional image when reporting to work assignments
- Demonstrates ability to work independently
- Understands and works within the role of the Home Care Attendant
- Accepts and complies with program policies and procedures and Best Practice Manual
- Promotes the client's independence and quality of life whenever possible
- Follows "Ethics and Responsibilities" of Home Care Program and adheres to NEHA's Conflict of Interest Policy

#### Other duties as assigned

- Participates in the orientation of new employees as requested by the Resource Coordinator
- Facilitates the educational experience for students as requested and organized by the Resource Coordinator
- Participates in case conferences, staff/team meetings, in-services as requested by the Resource Coordinator

#### Workplace Safety and Health

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

#### Patient Safety

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all
- safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
- Other duties as assigned.

Original Dated: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_ Date  
Director/ Manager/ Supervisor

Approved by: \_\_\_\_\_ Date  
Vice President/ CEO

Approved by: \_\_\_\_\_ Date  
Director, Human Resources