

<b>Job title</b>	<i>Home Care Professional</i>
<b>Reports to</b>	<i>Home Care Supervisor or Branch Manager</i>

### **Job purpose**

Home Care Professionals provide services to assigned clients per established care plans that detail tasks to be performed. In addition, HCPs strive to live the FHC values in developing a relationship of trust and demonstrating compassion and respect while always maintaining a professional boundary. HCPs are expected to follow established policy and procedure and maintain compliance with the law at all times.

### **Duties and responsibilities**

Home Care Professionals operate within the scope of practice designated by their license and state law and follow with exactness, an established care plan for each client they are assigned to serve. Primary considerations in doing this are:

- Demonstrate ability to follow specific directions of the care plan, client, care coordinator, or supervisor in providing effective care to assigned clients.
- Effectively perform ADL tasks with demonstrated proficiency including:
  - Safe ambulation using contact or standby assistance, gait belt, or other equipment as needed
  - Bed or in bath showering and personal maintaining client dignity and safety
  - Safe transfers and effective body mechanics, positioning, and use of equipment
  - Accurate monitoring of vital signs and exercise good judgment as to reporting abnormalities or symptoms as needed.
  - Professional and thorough performance of housekeeping activities.
  - Demonstrated proficiency in meal planning, nutrition encouragement, food or beverage modification for ease of consumption, and meal preparation as needed.
  - Provide safe transportation as needed.
  - Demonstrated knowledge of memory care techniques, including redirection and de-escalation techniques.
- Demonstrates compassionate and respectful behaviors in communication with the client and their families that engenders trust and confidence in the HCP.
- Maintains professional boundaries and uses effective, respectful, and courteous communication with clients, families, and office staff.
- Maintains all required documentation, certifications, continuing education credits, license renewal, and if applicable, driver's license and insurance
- Demonstrates adherence to company policies and procedures and attends mandatory meetings or reads memorandums that detail changes to policy.
- Keeps accurate and complete records including time in and out, tasks completed, and notes to others on the care team.
- Demonstrates reliability in attendance, timeliness, and dependability on established work schedules, shifts, or policies including established weekend and holiday requirements.
- Maintains accurate availability with supervisor to ensure work-life balance and reliability for assignments. Provides adequate notice to changes in availability according to company policy.
- Practices safety protocols including infection control, good lifting techniques, and demonstrates care to keep HCP free of injury or illness.

- Adheres at all times to company drug, safety, harassment, privacy, anti-discrimination and compliance policies.
- Adheres to FHC dress code and endeavors to represent FHC in a professional manner in speech, dress, and comportment.

## **Qualifications**

### Minimum Qualifications:

- High school diploma, GED, or equivalent experience
- State mandated licenses if any
- Possesses knowledge of or aptitude to understand:
  - Dementia care
  - Care for older adults, or disabled individuals
  - Knowledge of CHF, Diabetes, and COPD
  - Proper use of Medical Equipment including wheel chairs, hospital beds, lift equipment, walkers, commodes, shower benches, and risers.
- Characteristics of integrity, honesty, reliability, responsible, caring, compassionate, good work-ethic and respectful.
- Ability to use phone
- Good communication skills, attention to detail, listening skills, read and write English.
- CPR certification

### Preferred Qualifications:

- Skills in Meal preparation including preparing low sodium or diabetic meals with high nutrition.
- Skills in using transfer equipment such as a hoier lift or sit-to-stand assistive device.
- Clean driving record to qualify to provide transportation for clients as needed.
- Experience as an in-home caregiver
- Certified Nursing Assistant designation
- Experience working with elderly or disabled population
- Nurse Delegation certification
- Knowledge of vital signs and use of blood glucose monitor, blood pressure cuffs, oximeter, and like equipment
- Computer skills

## **Working conditions**

Home Care Professionals provide care to assigned clients in their place of residence which can vary in size, cleanliness, temperature, location, have or not have the presence of smoking, pets, noise, odors, allergens etc.

Providing Healthcare also may place HCPs in contact with Bloodborne pathogens and communicable diseases.

Home Care Professionals primarily work unsupervised.

## **Physical requirements**

Performing care may require occasional to frequent twisting, standing, walking, sitting, climbing stairs, stooping, bending, kneeling or squatting, driving, reaching above shoulders, wrist flexion, grasping, and operating equipment or devices.

Lifting can range from frequent 10 lbs or less to seldom lifting of greater than 50 lbs.