

Department Number	800	Allocation:	Home Care
FSA:	Non-exempt	FTE:	varies
Reports to:	Home Care Director	Updated:	8/2007

JOB DESCRIPTION

I. Position Title: Home Care Aide

II. Position Summary: Provides in home services to support individuals in maintaining their independent lifestyles by providing a safe and nurturing home environment which may include personal care.

III. Qualifications:

- A. Education: Current Certified Nurses Aid License preferred.
- B. Experience: Previous in-home care service work experience preferred.
- C. Other: The duties and responsibilities of this position require the ability to work autonomously and provide services in a helpful and caring manner. Requires Colorado driver's license and proof of automobile insurance as required by agency policy.

IV. Responsibilities:

- A. Provide services to clients in their own homes according to client needs which may include any of the following:
 - a. Personal care as allowed by Certified Nurses Assistance license.
 - b. Light housekeeping
 - c. Meal preparation and/or feeding assistance
 - d. Shopping and errands
 - e. Transportation
 - f. Companionship
 - g. Caregiver relief
 - h. Laundry
 - i. Transfer
- B. Represent Jewish Family Service in a professional and responsible manner in the home and in the community.
- C. Complete necessary paperwork as required by the agency.
- D. Punctuality and good time management
- E. Report any problems/concerns about the client to the Care Manager.
- F. Attend monthly supervision.
- G. Attend quarterly department team meetings.
- H. Other duties as assigned.