



## **JOB DESCRIPTION: LIVE-IN CARE AIDE**

### Description:

- ◆ Live-In Home Care Aides provide “around-the-clock” care to clients, who prefer to receive needed services in their own homes rather than in an Assisted Living Facility.
- ◆ Service must be delivered in a reliable, compassionate, dignified, and respectful manner and be in accordance with the client’s choices, Agency policies and industry standards.
- ◆ Care Aides must respect and adhere to clients’ household rules.

### Reporting Relationship

- ◆ Reports to Agency Supervisor.

### Responsibilities/Activities:

Duties vary depending on the individual client’s Service Plan. They can include all, or a selection of, the following activities although other authorized activities could be added to meet a specific client’s needs:

- ◆ Assist with Personal Care activities including bathing, skin care, shaving, mouth care, toileting (including bladder & bowel care), dressing and hair care.
- ◆ Assist with mobility, including walking, transferring, and pushing wheelchair.
- ◆ Perform daily household tasks such as light cleaning, changing beds, laundry, ironing, shopping.
- ◆ Prepare and serve meals. Clean-up and store left-over food.
- ◆ Assist with menu planning ensuring dietary restrictions are followed.
- ◆ Assist clients with recreational activities they enjoy.
- ◆ Maintain a healthy and safe environment.
- ◆ Report any change in a client’s mental or physical condition, or their home situation.
- ◆ Document clinical notes. Keep them secure and confidential.
- ◆ Assist with prescribed medications, in accordance with the Agency’s Medication Management Policy.
- ◆ Handle correspondence and financial matters, as requested.
- ◆ Drive client’s vehicle, as directed.
- ◆ Respect client confidentiality and privacy at-al- times.
- ◆ Discuss breaks with client to ensure that these are consented and mutually suitable.
- ◆ Monitoring working hours, as worked out between the Agency and the client.
- ◆ Report & document required and clinical notes, as per Agency’s procedures.
- ◆ Adhere to Agency policies and procedures.

### Required Knowledge & Understanding

- ◆ Knowledge of home management skills.
- ◆ Knowledge of personal care activities.
- ◆ Knowledge of principles and processes for client service delivery, including needs assessments, adherence to quality standards and evaluation of client satisfaction.
- ◆ Knowledge of the English language.
- ◆ Knowledge of information and techniques needed to diagnose and treat injuries including Emergency First Aid and CPR.
- ◆ Knowledge of clerical procedures such as maintaining records and completing forms.



- ◆ Knowledge of safeguarding matters and how to recognize and report abuse.
- ◆ Working knowledge of health and safety matters relating to homecare.
- ◆ Understanding the importance of providing support, in accordance with clients' wishes and needs,
- ◆ Understanding the needs of individuals who require care and support.
- ◆ Understanding and respecting a client's rights.
- ◆ Understanding the importance and application of confidentiality.

Personal Attributes

- ◆ Compassionate to individuals, who need of care and support
- ◆ Respect for clients regardless of ailments, backgrounds, cultures, and beliefs.
- ◆ Commitment to non-discrimination.
- ◆ Self-motivated and willingness to seek guidance when needed and follow instructions.
- ◆ Willingness to undertake training, as required.
- ◆ Good organizational skills.
- ◆ Good working ethics and application of tact.
- ◆ Good personal hygiene and appearance.

Abilities

- ◆ Ability to follow orders and instructions.
- ◆ Ability to numerically manage money, shop and pay bills, when requested by client.
- ◆ Ability to be aware of other people's reactions and understand why they react as they do.
- ◆ Ability to provide care in a manner that respects dignity, is non-judgmental and promotes independence.
- ◆ Ability to understand written and oral instructions.
- ◆ Ability to communicate information, orally and in writing, so others understand.
- ◆ Ability to listen and understand the spoken word.
- ◆ Ability to work independently and in cooperation with others.
- ◆ Ability to determine or recognize when something is likely to go wrong.
- ◆ Ability to apply reason and logic to identify strengths and weaknesses.
- ◆ Ability to identify problems and determine effective solutions.
- ◆ Ability to suggest ideas on a subject.
- ◆ Ability to provide advice and consultation to others.
- ◆ Ability to observe and recognize changes in clients.
- ◆ Ability to establish and maintain harmonious relations with clients/families, co-workers, and professionals.
- ◆ Ability to perform activities that use the whole body.
- ◆ Ability to handle and move objects and people.

Physical and Mental Demands:

- ◆ Good physical and mental health.
- ◆ Good stamina and fitness to meet the physical demands of the job.
- ◆ Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear, and see.
- ◆ Mental fortitude and stability to handle stress.
- ◆ Physical and mental ability to drive a vehicle.



Qualifications/Education

- ◆ Care Aide Certification for Personal Care duties
- ◆ Insert your state's training requirements for homemaking duties
- ◆ Current driver's license.
- ◆ Proper Vehicle Insurance Coverage (Business Insurance, if using own vehicle.)

Training/Experience:

- ◆ Previous Care Aide experience required.  
Meets training requirements of DHS

I have read and understand the job description and agree to fulfill the position's responsibilities.

\_\_\_\_\_  
Live-In Care Aide Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date