

CROSSROADS HOUSE

Job Description

POSITION: Per Diem Care Aide

REPORTS TO: Charge Nurse

POSITION DEFINITION: The Care Aide is responsible for providing various client-related services to meet personal care needs and to promote comfort and independence in the home setting.

QUALIFICATIONS:

- Adequately completes orientation and training as given by nurses prior to employment
- Is able to function in a comfort care environment with minimal direct supervision
- Is in good physical condition to allow standing, bending, stretching, walking, pulling, pushing, and/or lifting of light to moderate loads
- Is in good emotional health
- Possesses traits compatible with the needs of residents requiring in-home services
- Speaks, writes, reads, and comprehends English

DUTIES AND RESPONSIBILITIES: The following statements reflect the *general* duties considered necessary to describe the principal functions of this job. They are not to be considered as a comprehensive description.

- Works under the direction of the nurse in charge, according to the instructions in the resident care plan
- Provides basic personal care such as assisting with bathing, oral hygiene, toileting, skin care, ambulating, and exercise
- Measures and records oral, rectal, or axillary temperature, pulse and respiration rates, and blood pressure when ordered (within the training limitations of the aide)
- Assists with household tasks directly essential to the resident's health and as directed in the Daily Chore Book
- Provides a clean and safe environment within the home, including safe use of equipment: e.g. foot stools, side rails, wheelchairs, oxygen, etc.
- Prepares meals based on resident preference and prescribed medical regimen
- Assists resident with prescribed medication regimen, as directed in the resident care plan
- Performs range of motion and other simple procedures as an extension of therapy services as ordered (within the limitations of the aide)

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Job Description

Per Diem Care Aide continued

- Immediately reports any changes in the resident's mental, physical or environmental condition and relates these changes to the nurse in charge and/or On-call nurse
- Accurately documents the following in a timely manner:
 - services provided in accordance with agency policies and procedures on the day of services are rendered
 - all resident-related activities
- Reacts to change productively and performs other job-related tasks and duties assigned
- Attends appropriate In-Service and Continuing Education Programs

** The Care Aide does **NOT** take physician's orders or perform any procedures requiring the knowledge/skill of a licensed nurse. **The On-call nurse is available at all times.****

** All employees must adhere to the Crossroads House Confidentiality Policy.
Anyone not adhering to this policy faces immediate dismissal.

Employee signature

Date

Witness

Date

ORIGINAL TO BE PLACED IN EMPLOYEE FILE
COPY TO BE GIVEN TO EMPLOYEE