

**WAYNE COUNTY JOB DESCRIPTION for****Services on Aging DEPARTMENT****GENERAL WORK FUNCTIONS**

Under the direction of the RN Supervisor and/or In Home Aide Program Supervisor, an employee in this class provides Personal Care and Home Management tasks aimed at maintaining the older adults independence within his/her own home, achieving or maintaining self-sufficiency; including reduction and/or prevention of dependency.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Assist ambulatory client with mobility and toileting
- Provide care for normal, unbroken skin
- Assist with personal hygiene- mouth care, skin care, hair and scalp grooming, assistance in the shower, assistance with tub bathing or sponge bathing. Fingernails can be filed but not cut. Moderate to heavy lifting, rolling and pushing may be required for bed bound clients and/or clients with paralysis or weakness.
- Shave client with electric or safety razor
- Assist with dressing
- Provide basic first aid- report all cuts, bruises, falls, accidents to the In Home Aide Services office
- If needed, apply and/or remove TEDS, braces or similar devices after being observed by RN Supervisor
- Observe/report symptoms of abuse, neglect, illness, etc to the proper professional (i.e. the RN Supervisor or In Home Aide Program Supervisor)
- Recognize and report changes in health, behavior or environment
- If needed, assist with oral (not tube) feeding
- House cleaning tasks in specified rooms: sweeping, vacuuming, mopping, dusting, washing dishes, cleaning the outside of appliances and countertops, cleaning bath room that client uses (includes cleaning toilet, sink, and tub/shower), and disposal of garbage
- Laundry- wash, fold and put away laundry. Some ironing may be required
- Make the bed and/or change bed linens
- Prepare simple meal
- Shop for food or run errands
- Provide companionship and emotional support
- Maintain accurate documentation for dates & times client is served and duties performed while service clients
- Submit end of the month paperwork in a neat, organized and prompt manner
- Attend monthly In-Service Training and mandatory Safety Trainings
- Maintain and keep current certifications for C.N.A., First Aid, and Basic Life Support (CPR)

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of needs, limitations, and overall functioning of older adults
- General knowledge of arithmetic
- Skills and knowledge in providing Personal Care (i.e. bathing, bed baths, dressing, grooming, mouth care, etc. for individuals)
- Skills in assisting with wraps, braces, prosthetics, etc.
- Knowledge of household maintenance and management practices
- Knowledge of basic first aide
- Skills related to meal planning and preparation
- Ability to understand and follow oral and written instructions
- Ability to understand or apply regulations and policies relating to In-Home Aide Services Program
- Ability to verify documents and forms for accuracy and completeness

- Ability to organize and effectively maintain program records
- Physically and mentally able to perform specific tasks
- Ability to operate a motorized vehicle
- Ability to establish and maintain effective working relationships as necessitated by work
- Ability to exercise tact and courtesy to County personnel, clients, and the general public

ADDITIONAL JOB FUNCTIONS

- Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE**Minimum:**

Must be at least 18 years of age

Must be a Certified Nursing Assistant with up to date certification

Provide own means of transportation

Preferred:

Certified in CPR and First Aid is preferred

*Must possess a valid NC driver's license

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: This medium work requires the exertion of 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, fingering, feeling and repetitive motions.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read client records, weekly schedules, client logs and a variety of other paperwork. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to synthesize information and make appropriate decisions affecting the client's safety and their own safety. Requires the ability to keep neat and legible paperwork

Verbal Aptitude: Requires the ability to record and deliver information, to explain services to client. Must be able to communicate effectively and efficiently with aging population.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using personal care or home maintenance equipment.

Manual Dexterity: Requires the ability to handle a variety of items, such as Hoyer lifts, kitchen appliances, house cleaning equipment and personal care appliances. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Need compassion for frail elders.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

I have read and understand the nature of this position and the required duties described. I understand this is not an exhaustive list of duties that may be asked of me in this position. I am capable and willing to perform these duties.

This position is designated safety-sensitive and is subject to random drug screenings.

Employee's Signature: _____

Date: _____