

Bethesda Home of Aberdeen, Inc.  
Job Description

\*\*Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

**TITLE: Bethesda Community Services Home Care Assistant- Certified**  
SUPERVISOR: Director of Bethesda Community Services

JOB SUMMARY:

The primary purpose of your job position is to provide clients with routine personal care, health care, housekeeping, errands and assistance necessary to maintain the clients ability to live in their home for as long as possible and within in accordance of current regulations, policies and guidelines of the government and the facility.

ESSENTIAL FUNCTIONS:

- Perform assigned day-to-day functions.
  - May be required to assist in other areas than those assigned.
  - Perform specific tasks in accordance with daily work assignments and established procedures.
  - Record all entries on flow sheets, notes, charts, etc.
  - Monitor client condition by observing physical and mental condition.
  - Report all changes in the clients condition to the Director as soon as practical.
  - Remind Clients to take medication at the appropriate time.
  - Assist or perform personal care including hair care, oral hygiene, bathing, grooming and dressing.
  - Assist clients with in performing physical therapy exercises.
  - Assist with ambulation with or without mechanical aids.
  - Maintain a safe, clean and healthy environment through light housekeeping including changing bed linens, dusting and vacuuming, cleaning kitchen and bathroom, and laundry.
  - Perform other housekeeping tasks as requested.
  - Accompany clients to the doctors' offices and on other trips outside the home, providing transportation, assistance and companionship.
  - Provide companionship and stimulation for the client including reading, walks, etc.
  - Assist Clients with nail care (clipping, trimming and cleaning the finger/toenails. Note: Does not include diabetic residents.)
  - Keep clients dry (change gown, clothing, linen, etc.), when it becomes wet or soiled.
  - Assist resident with bowel and bladder functions (take to bathroom, offer bedpan/urinal, portable commode, etc.)
  - Collect specimens as instructed (urine, sputum, stools, etc.)
  - Keep incontinent residents clean and dry.
  - Check and report bowel movements and character of stools as instructed.
  - Provide eye and ear care (warm/cold compresses, cleaning eyeglasses/hearing aids, etc.) as instructed.
  - Assist in preparing the resident for a physical examination and/or medical tests (lab work, x-ray, and therapy, dental appt. etc.)
  - Assist with lifting, turning, moving, positioning, and transporting residents into and out of beds, chairs, bathtubs, wheelchairs, lifts, etc.
  - Cooperate with inter-departmental personnel, as well as other facility personnel to ensure that nursing services can be adequately maintained to meet the needs of the client.
- Make resident comfortable (get water, set in chair, put to bed, etc.)

- Assist with loading/unloading resident from vehicles as necessary.
- Assist residents with bath functions (bed bath, tub or shower bath, etc.) as directed.
- Give backrubs as instructed.
- May assist with grocery shopping
- Measure and record temperatures, pulse, and respirations (TPR's) as instructed.
- Check with your client routinely to ensure that personal care needs are being met according to the client's wishes.
- Report resident injuries of an unknown source, including skin tears.
- Provide daily indwelling catheter care when needed.
- Assist with the application of slings, elastic bandages, binders, etc. and/or as directed.
- Perform special treatments as instructed.
- Record and report data as instructed.
- Plan, purchase, prepare, and serve meals to clients and/or guest(s) as required.
- Record the clients food/fluid intake. Report changes in the resident's eating habits.
- Ensure that all cares are provided in privacy.
- Honor the resident's refusal of treatment request. Report such requests to the Director.

#### MARGINAL JOB FUNCTIONS:

- Assist others in lifting heavy equipment, supplies, etc. as directed or requested.

#### ESSENTIAL JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort.
- Be accountable for use of time.
- Notify the facility when you will be late or absent from work.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, meal times and end of the work day. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.
- Adhere to work schedules as closely as possible including time and attendance.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Report all allegations of abuse and/or misappropriation of property.
- Must work harmoniously with clients and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility.
- Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee Meetings.
- Maintain the confidentiality of resident information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's apartment.
- Manage unanticipated events in a profession and calm manner.

### ESSENTIAL PHYSICAL DEMANDS:

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 30 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** lifting of up to 50 pounds, and frequent pushing, standing, walking, squatting, forward bending, reaching forward, grasping light and grasping firm.
- Overhead reaching **occasionally**.

### WORK ENVIRONMENT:

- Works in all areas of the facility and in client homes
- Works outside when needed.
- Moves intermittently during working hours.
- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)
- May be required to work on shifts, areas, and rotations other than the one for which hired.
- Works beyond normal working hours and on weekends and holidays, as well as in other positions as needed.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, chemicals and other air contaminants.
- Is subject to exposure to infectious waste, communicable diseases, conditions etc.
- May be subject to hostile and emotionally upset residents, family members, personnel and visitors.

### SPECIFIC REQUIREMENTS:

- Must be able to read, write, speak, and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must be able to follow oral and written instructions.
- Must have patience, tact, cheerful disposition and enthusiasm as well as be willing to handle residents based on whatever maturity level they are currently functioning.
- Must be knowledgeable of nursing and medical practices and procedures.
- Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, objectives, policies and procedures etc., that are necessary for providing quality care.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

### EQUIPMENT:

- Home appliances.
- Patient lifts and transfer devices.
- Personal Protective Equipment.

### EDUCATION AND EXPERIENCE:

- Prefer a minimum of a 12<sup>th</sup> grade education or equivalent.
- Must have or be willing to certify as a Certified Nursing Assistant
- No experience required.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

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Date

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Signature of Employee