



## **JOB DESCRIPTION: HOME HEALTHCARE AIDE/CENA**

### Description

- ◆ Home Healthcare Aides/CENA provide service to individuals in their own homes and communities, who need assistance caring for themselves as a result of old age, sickness, disability and/or other infirmities. Care may include assistance with the activities of daily living, housecleaning, laundry, meal preparation, transportation, companionship and respite.
- ◆ Home Healthcare Aide/CENA are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Benzie Senior Resources Home Care Policies and Guidelines.

### Reporting Relationship

- ◆ Reports to Director of Healthcare Services.

### Responsibilities/Activities:

- ◆ Assist with the activities of daily living and personal care including:
  - bathing
  - shaving
  - ambulation
  - mouth care
  - dressing
  - exercise
  - hair care
  - feeding
  - toileting
  - nail care
  - positioning
  - medication reminding
  - skin care
  - transferring
  - vital signs and Blood Pressure
- ◆ Ensure client's safety and security by supervising the home environment.
- ◆ Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
- ◆ Provide companionship including social interactions, conversations, emotional reassurance and encouragement of activities that stimulate the mind.
- ◆ Provides respite care for families in accordance with care plans.
- ◆ Provide transportation to medical appointments, grocery store and errands.
- ◆ Accompany clients to recreational and/or social events.
- ◆ Assist with plans for visits and outings.
- ◆ Assist clients with communication by writing or typing correspondence for them or researching information for them.
- ◆ Participate in client's individualized care plan by providing input and making suggestions.
- ◆ Ensure service is delivered in accordance with all relevant policies, procedures and practices.
- ◆ Monitor supplies and resources.
- ◆ Follow the client's individualized care plan.
- ◆ Carry out duties as assigned by the Director of Healthcare Services.
- ◆ Observe clients and their environments and reports unsafe conditions to Director of Healthcare Services.

- ◆ Observe clients and their environments and reports behavior, physical and/or cognitive changes and/or changes in living arrangements to Director of Healthcare Services.
- ◆ Accurately and thoroughly completes required documentation of services delivered and submits to office in a timely manner according to policy.
- ◆ Attend orientation, in-service training sessions and staff meetings.
- ◆ Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers.
- ◆ Make decisions and solve problems.
- ◆ Communicate with Director of Healthcare Services and co-workers.
- ◆ Observe, receive and obtain information from relevant sources.
- ◆ Maintains confidentiality regarding client information.
- ◆ Performs other duties as required.

#### Required Knowledge

- ◆ Knowledge of personal care and home management skills.
- ◆ Knowledge of principles and processes for providing client and personal care services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- ◆ Knowledge of the English language.
- ◆ Knowledge of the 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.

#### Required Skills/Abilities

- ◆ The ability to competently assist clients with their activities of daily living.
- ◆ The ability to be aware of other people's reactions and understanding why they react as they do.
- ◆ The ability to establish and maintain relationships.
- ◆ The ability to teach others.
- ◆ The ability to listen actively.
- ◆ The ability to identify problems and determine effective solutions.
- ◆ The ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- ◆ The ability to monitor and assess themselves, clients and effectiveness of service.
- ◆ The ability to understand written and oral instructions.
- ◆ The ability to communicate information orally so others understand.
- ◆ The ability to communicate in writing so others understand.
- ◆ The ability to work independently and in cooperation with others.
- ◆ The ability to determine or recognize when something is likely to go wrong.
- ◆ The ability to suggest a number of ideas on a subject.
- ◆ The ability to withstand periodic contact with dog/cat hair, smoke, dust, mold, mildew, and household cleaning solutions.
- ◆ The ability to perform activities that use the whole body.
- ◆ The ability to handle and move objects and people.
- ◆ The ability to maintain confidentiality of information and professional boundaries.
- ◆ The ability to provide advice and consultation to others.
- ◆ The ability to observe and recognize changes in clients.

- ◆ The ability to establish and maintain harmonious relations with clients/families/co-workers.

Physical and Mental Demands:

- ◆ Good physical and mental health.
- ◆ Able to perform one person transfer under routine and emergency situations, reposition a bedbound client, and able to sit, stand, bend, stoop, kneel, pull, climb, reach, lift, and perform repetitive movements of the upper extremities with unspecified weights, talk, hear and see.
- ◆ Mental fortitude and stability to handle stress.
- ◆ Physical and mental ability to drive a vehicle.

Qualifications/Education

- ◆ High school diploma or GED preferred.
- ◆ Must be at least 18 years of age.
- ◆ Current Certified Nursing Assistant preferred.
- ◆ Prior home care/elder care experience strongly preferred.
- ◆ Current driver's license.
- ◆ Proper Vehicle Insurance Coverage.

Training/Experience:

- ◆ May require related experience.
- ◆ On the job training for new activities.

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

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Employee Signature

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Date

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Supervisor Signature

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Date

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Executive Director Signature

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Date