



JOB DESCRIPTION for a LIVE IN HOME CARE ASSISTANT

PURPOSE OF THE POSITION

The Live-In or Domiciliary Home Care Assistant is responsible for providing non-medical home care services to individuals with a disability or vulnerable elders or any others who require services or care at home.

SCOPE

The Home Care Assistant provides individualised person-centered services/care and resources to the elderly, disabled and others so that they may continue to live in their homes and in the community. Home Care may include Transportation Services, House Cleaning, Personal Care, Preparing Meals, Medication Management, Companionship, and other home, health and wellness related activities.

RESPONSIBILITIES

Main Activities:

- ◆ Provide non-medical Live-In or Short Visits Home Care Services to the elderly, disabled individuals, and others in the community with identified needs
- ◆ Provide non-medical Live-In or Short Visits Home Care services including general housekeeping companionship, personal care, chores and respite care
- ◆ Transport clients to appointments and activities
- ◆ Medication reminding/prompting
- ◆ Meal preparation
- ◆ Organize time and resources based on the individual needs of clients
- ◆ Manage any unanticipated events or unstable situations
- ◆ Perform other related duties as required
- ◆ Observe and report any change in client's condition

KNOWLEDGE, SKILLS & ABILITIES

Knowledge

The Home Care Assistant requires knowledge of:

- ◆ Home Care techniques including safe moving and handling, housekeeping, meal preparation, ambulation, personal care, money management, infection control and health and safety regulations
- ◆ Appropriate Home Care interventions
- ◆ First aid and CPR desirable
- ◆ All relevant legislation, policies and procedures
- ◆ Services and resources in the community

Skills

The Home Care Assistant must demonstrate the following skills:

- ◆ Team building skills
- ◆ Decision making skills
- ◆ Effective verbal and listening communications skills
- ◆ Time management skills
- ◆ Money management skills
- ◆ Strong interpersonal skills
- ◆ Conflict resolution skills
- ◆ Excellent communication skills
- ◆ Demonstrate good decision making in dealing with safety and health related issues

Personal Attributes

- ◆ The Home Care Assistant must maintain strict confidentiality in performing their duties.
- ◆ The Home Care Assistant must also demonstrate the following personal attributes:
 - have good work ethics
 - be consistent and fair
 - be compassionate and understanding
 - be flexible, adaptable and able to work in a variety of settings
 - respect cultural differences
 - work independently with little supervision
 - work effectively as a team member

WORKING CONDITIONS

Physical Demands

The Home Care Assistant may be required to safely lift and move clients, and may be required to bathe and /or clean clients. If working as Live In Carer, the Assistant works and lives in the client's home and must practice clean, safe care to eliminate the possibility of infection or cross contamination between clients, family members and/or themselves.

Environmental Conditions

The Home Care Assistant spends a lot of time in client homes. Assistants may be dealing with clients with potentially infectious conditions. They must be extremely careful to ensure that all tasks, treatments and activities are completed safely so as to ensure the safety of all clients, families, the community and themselves. The Home Care Assistant may be required to drive in adverse winter conditions and make visits during periods of cold temperatures.

Sensory Demands

The Home Care Assistant may be exposed to sights and sounds associated with clients who may be ill and/or injured. They may also find a variety of conditions and circumstances as they visit clients in their homes. The Home Care Assistant may be exposed to unpleasant odours in providing home care.

Mental Demands

The Home Care Assistant may be faced with stress from dealing with clients and family members who may be stressed and difficult to work with. Stress is caused by the fact that the Assistant must work independently in unfamiliar and uncontrolled situations. There may be significant emotional stress in providing care for clients who are dying and providing support for their families.

AGREEMENT (That the employee has understood the requirements and terms of the job

Employee Signature

Date

I certify that I have read and understand the duties and responsibilities of this position.

Agency Representative (i.e. Supervisor) Signature

Date

I certify that this job description is an accurate description of the duties and responsibilities assigned to this position.

The above statements are intended to describe the general nature and level of work being performed by a Home Care Assistant. They are not intended to be an exhaustive list of all duties and responsibilities and activities required of the position.