

HUMBOLDT SENIOR RESOURCE CENTER
Job Description

JOB TITLE: CarePartner (In-Home)
DEPARTMENT: Redwood Coast PACE
REPORTS TO: Home Care Manager
FLSA STATUS: Non-Exempt/Hourly
APPROVED: **May 2021**

JOB SUMMARY: Under the supervision of the Home Care Manager, provides home care services to Redwood Coast PACE participants in their homes as authorized in the participant's Plan of Care as determined by the Interdisciplinary Team.

ESSENTIAL DUTIES AND RESONSIBILITIES:

1. Assists participants with bathing, grooming, toileting, and feeding at home.
2. As applicable and per the program participant's Plan of Care:
 - a. Provides escort services to and from participant medical and other appointments.
 - b. Routinely monitors vital signs such as weight, temperature, blood pressure, and pulse at home.
 - c. Maintains personal care supplies such as incontinence supplies, nutritional supplements, and personal grooming items.
 - d. Provides laundry services at home.
 - e. Provides light shopping for necessary items such as toiletries, breakfast, and snack items.
 - f. Provides light housekeeping to maintain a clean and sanitary environment in the home.
 - g. Prepares diet appropriate meals for participants who require assistance at home.
 - h. Provides nutritional supplements to participants at home as ordered by the Primary Care Provider and directed by the Registered Dietitian.
 - i. Assists in the monitoring of appropriate diet and food and fluid intake in the home.
 - j. Monitors that frozen meals are sent home with participants, as required.
 - k. Implements the Physical Therapy and Occupational Therapy maintenance programs in the home.
 - l. Assists in the monitoring of participant physical and chemical restraints, adhering to policy and procedures for monitoring and communicating with Primary Care Physician, Registered Nurse (RN), and/or Home Care Manager as required.
3. Assists participants in the home to get ready for transportation to the Day Center in the morning.
4. Immediately reports any observed changes in a participant's behavior, health or mobility to the Home Care Manager, Registered Nurse (RN), and other disciplines as needed.
5. Participates on the Interdisciplinary Team as required and communicates effectively with participants, family members, caregivers, and employees.
6. Completes documentation in the medical record accurately and in a timely manner.

7. Complies with safety policies and procedures, identifying and immediately reporting any potential or actual unsafe acts or conditions per the policies and procedures. Takes necessary measures to ensure a safety environment for oneself, co-workers, contractors, participants, visitors, and others.
8. Monitors personal safety and attends to good body mechanics. Ensures infection and exposure control and is prepared in case of emergency.
9. Consistently meets or exceeds Redwood Coast PACE targets for productivity.
10. Consistently meets or exceeds Redwood Coast PACE targets for customer service.
11. Continually seeks better ways for delivering services and communicating with participants.
12. Effectively collaborates with co-workers and contractors to meet Redwood Coast PACE goals and further success of the program.
13. Complies with all policy and procedures of Redwood Coast PACE.
14. Demonstrates proficiency in delivering age-specific care.
15. Participates in the process of teaching, training, and mentoring student interns and volunteers working within the program area.
16. Acts in a manner consistent with agency values.
17. Other duties as assigned.

EDUCATION &/or EXPERIENCE:

1. High school diploma or GED equivalent required.
2. Minimum one (1) year of experience working with a frail or elderly population required, preferably providing personal care in a health facility or in-home setting.

LICENSES OR CERTIFICATES:

1. Current CPR and First Aid certification within six (6) months of hire.
2. Valid California Driver's License, good driving record, and personal auto liability insurance required. Must have a personal vehicle in good driving/operating condition, insured for State minimum liability requirements, and that can be used for the applicable job functions noted above.
3. Certified Nursing Assistant or Certified Home Health Aide preferred.

PRE-SCREENING REQUIREMENTS:

1. Requires clearance of a DOJ and FBI criminal history background check, pre-employment physical, and PPD skin test (TB screening).

JOB SKILLS:

1. Demonstrates respect for and promotes participant rights, including dignity, self-determination, access to care, confidentiality, and independence.
2. Understands the importance of community involvement and participates as appropriate in activities that link Redwood Coast PACE to the community.
3. Ability to provide care for frail elderly. Teamwork and problem-solving skills. Excellent interpersonal interactions that result in team building.
4. Ability to complete duties on time and to adjust personal schedule if required.
5. Ability to adapt appropriately to change of priorities and workload.
6. Ability to maintain a consistent level of productivity.

7. Sound verbal communication skills to convey information effectively and listening skills to receive directions and understand participant concerns.
8. Ability to maintain a positive attitude and balance in relationships with others. Exhibits patience and compassion in work with participants.
9. Ability to understand detailed requirements in working activities.

PHYSICAL REQUIREMENTS:

ANALYSIS OF PHYSICAL DEMANDS:

Key (Based on typical week): **N**=Never; **R**=Rarely (Less than 1 hour per week); **O**=Occasional (1%-33% of time); **F**=Frequent (34%-66% of time); **C**=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.				x		Reach over shoulder				x	
11-20 lbs.				x		Reach over head				x	
21-50 lbs.			x			Reach outward				x	
51-100 lbs.	x					Climb		x			
Over 100 lbs.	x					Crawl	x				
						Kneel		x			
Pushing/Pulling						Squat					
Under 10 lbs.				x		Sit				x	
11-20 lbs.				x		Walk-Normal Surfaces				x	
21-50 lbs.				x		Walk-Uneven Surfaces	x				
51-100 lbs.			x			Walk-Slippery Surfaces	x				
Over 100 lbs.			x			Stand				x	
Other						Driving					
Keyboard/Ten Key			x			Automatic Trans				x	
Fingering (Fine dexterity)			x			Standard Trans	x				
Handling (grasping, holding)			x								
Repetitive Motion-Hands			x								
Repetitive Motion-Feet	x										

The above statements are intended to describe the general nature of work performed. They are not to be considered an exhaustive list of all job tasks performed. The agency reserves the right to change job descriptions, work hours or work sites as required by the program.

The Humboldt Senior Resource Center is a private, non-profit, multi-purpose senior center providing a continuum of social and health related services. The agency currently holds contracts with the California Department of Aging and Area One Agency on Aging.

The Humboldt Senior Resource Center is an equal opportunity employer. We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breastfeeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal or state law.

Employee Signature

Date