

Addus Home Care aide

External Description

An Addus Home Care Aide/Caregiver serves a vital function in support of seniors and people with disabilities living independently in their homes, but who need assistance with daily tasks. There is frequent person-to-person contact in this job, and a Home Care Aide becomes very important to their client. While physical activity is not constant, a Home Care Aide needs to be in good physical condition to perform the duties of the position. The need for Home Care Aides is great, so employment is steady and hours can be flexible to accommodate personal/family needs. A Home Care Aide is a great entry level position with opportunity for growth in one of the fastest growing industries in the United States.

Responsibilities:

- Follow a care plan for the client and report on completed tasks
- Assist with personal care (bathing, dressing, etc.)
- Provide routine house cleaning
- Assist with meal preparation
- Laundry
- Transport client to doctor's office, grocery store and other essential errands
- Assist client with the self-administration of medications (no administering or measuring)
- As part of the client's Health Care Team, a Home Care Aide must observe and report any changes in client's condition
- Promote our positive image in the community as the leading home care provider



Description of Tasks & Services Provided by Addus HomeCare

The following specific services, including non-medical tasks are available to meet patient, client, or family needs as specified in the client's plans of care. Only those tasks authorized on a plan of care may be performed. Allowable tasks are dependent on funding source.

Eating

- Assisting with cutting food, buttering bread, preparing plate
- Bringing plate or beverage to client
- Monitoring for choking
- Cueing the client when the client is able to feed self
- Feeding the client when unable to feed self

Toilet Use

- Assisting/cuing the client with bladder and bowel care
- Toileting includes supervising/cueing the client
- Helping the client to and from the bathroom
- Assisting the client with bed pan routines, incontinence products, emptying catheter bags and
- Assisting the client on and off the toilet
- Toileting may include performing routine peri/colostomy/catheter tasks
- Toileting can also mean maintaining supplies, such as toilet paper, in bathroom

Locomotion/Walk in Room

Locomotion includes supervising the client when walking or with the help of a mechanical device, such as a walker. Other services are as follows:

- Assisting the client to move around in the home
- Assisting with difficult parts of walking such as climbing stairs
- Supervising the client if client is able to propel their own wheelchair
- Pushing a wheelchair
- Providing physical assistance to the client if totally unable to walk alone or with a mechanical device
- Keeping walkways clear

Locomotion Outside Room

Locomotion outside includes supervising the client when walking or with the help of a mechanical device, such as a walker. Other services are as follows:

- Assisting the client to move around outside the home
- Assisting with difficult parts of walking such as climbing stairs
- Supervising the client if client is able to propel a wheelchair
- Pushing the wheelchair
- Providing physical assistance to the client if totally unable to walk alone or with a mechanical device
- Assisting with evacuation in an emergency

Transfers

- Assistance with getting in/out of bed, wheelchair, car, chair etc
- Transfer includes supervising the client when able to transfer, if guided
- Assist with steadying the client
- Keeping assistive devices within reach
- Lifting the client when client is unable to assist in his or her own transfers requires specialized training and requires approval from a supervisor

Bed Mobility

- Assisting the client to assume a desired position
- Position includes assistance in turning and positioning to prevent secondary disabilities, such as contractures, skin conditions and balance deficits
- Positioning may also be assuring the client is comfortable wherever he/she is sitting/laying

Body Care

- Body care can include a wide variety of different tasks.
- The client's plan of care will state what type of body care is required, if applicable
- Examples of these include but not limited to, skin care such as application of non-prescription ointments/lotions, changing dry bandages that do not require professional judgment, skin monitoring, treatment reminders, compression stockings etc.

Personal Hygiene

- Assistance/cueing with hair care, shaving, nail care and general appearance
- Assistance with brushing teeth or denture care
- Assistance with shaving and other basic personal hygiene and grooming needs
- Performing grooming tasks when the client is unable to care for his or her own appearance
- Assisting with the set up of supplies needed to perform tasks

Dressing

- Assisting/cueing client with dressing and undressing
- Dressing includes supervising and guiding the client when the client is dressing and undressing
- Assisting with difficult tasks such as buttons or snaps, tying shoes, and completely dressing and undressing self

Bathing

- Assisting/cueing the client to wash themselves
- Bathing includes supervising clients who bathe themselves, when guided
- Assisting clients with difficult tasks such as getting in and out of the tub, washing of the back, legs and feet; drying, applying lotions after baths, bed baths and/or completely bathing the client if totally unable to bathe themselves

Medication Management

- Assisting/cueing the client to self-administer medications prescribed by attending physician
- This includes reminding the client of when it is time to take their medication
- Handing the medication container to the client and opening a container

Telephone Use

- Assistance with answering/making calls in the client's home
- Keeping the phone within reach of the client
- Scheduling appointments or transportation for the client



Transportation

- Accompanying or transporting the client to medical services, per the client's care plan

Shopping

- Assistance with shopping to meet the client's health care or nutritional needs
- Shop for food and medical necessities, household items required specifically for health and maintenance of the client
- Essential shopping includes assisting when the client is unable to participate
- Shopping is authorized once per week to the nearest full service supermarket, within 5 miles of the client's home (unless prior supervisor approval is granted)
- If the care provider goes shopping for the client, the client must write out a detailed list, including brand names. The care provider must complete a financial transaction form when handling the exchange of money with and for a client.

Meal Preparation

- Assistance with preparing meals
- Meal preparation includes assisting clients when the client is able to participate in meal preparation, preparing meals for the client when the client is unable to participate and cleaning up after meals.
- This task may include planning meals according to client's specific diet and disposing of spoiled food.

Laundry

- Washing, drying, ironing, folding, hanging up, putting away and mending clothes and linens used by the client or helping the client perform these tasks.
- Laundry is authorized once per week (unless prior supervisor approval is granted)
- If the client does not have laundry facilities in their home, the care provider may use the nearest Laundromat.
- If a client gives a care provider quarters for laundry, the care provider must fill out a financial transaction voucher.

Housework

- Performing or assisting the client with periodic tasks required to maintain the client in a safe and healthy environment.
- Activities performed include such things as dusting, cleaning the kitchen and bathroom, taking out the garbage, sweeping, vacuuming and mopping the floors (staff may use a mop to clean floors; staff cannot work on their hands and knees); cleaning and defrosting the freezer once every six (6) months with prior approval from the Service Coordinator
- Assistance with housework is limited to those areas of the home, which are used by the client.
- The client is responsible for providing all cleaning supplies and equipment.
- Safety is of primary concern. Staff are not allowed to stand on step ladders, stools, boxes, counters etc. Staff may clean only as high as they can reach from the floor.

Wood Supply

~~Splitting, stacking or carrying wood for the client when used as the sole source of fuel for heating and/or cooking. This task is limited to splitting, stacking or carrying wood into the client's home. Using a chain saw or felling trees is not allowed.~~

