



Help for Health Home Services

JOB DESCRIPTION

JOB TITLE: Personal Aide

REPORTS TO: Services Coordinator

PURPOSE/SUMMARY:

Personal Aide provides non-medical, in-home support and home management services to our clients, which include seniors and others requiring a little extra assistance in their day to day lives. The Personal Aide provides companionship to those individuals requiring socialization and minimum guidance for a safe, protected, clean, and orderly environment. Must be bondable, must agree to random drug and alcohol testing, and must be able to pass the required training and orientation program and all background checks.

ESSENTIAL JOB RESPONSIBILITIES

- Helps provide a clean, safe, and healthy environment by performing light housekeeping tasks and helping with laundry.
- May prepare and serve meals as directed and ensures that kitchen is clean after each meal.
- Provides companionship for the client including, but not limited to, talking and listening, reading aloud, letter writing, puzzles, games and providing social and emotional support.
- Reminds client to take self-administered medications.
- Stand by assistance with personal care functions as needed, such as bathing/grooming and toileting/incontinence care.
- Observes and reports any changes in the client's mental, physical, or emotional condition or home situation to immediate supervisor.
- Ensures that required documentation is complete and in compliance with regulations and standards.
- May do errands for client such as grocery shopping. May NOT pick-up prescription medications.
- Provides occasional transportation for the client to complete errands and non-medical appointments. Must transport in company vehicle.
- Ensures clients' rights and dignity are always maintained.
- Performs other duties as assigned.
- Must maintain professional appearance, be well organized, and self-directed.

EDUCATION:

High School diploma or GED required

SKILLS:

Previous experience preferred

Must meet or exceed the minimum qualifications for required background checks.

Unrestricted driver's license and clean driving record

Reliable transportation and valid automobile insurance

Knowledge of general sanitary and safety practices

Able to follow spoken and written instructions and document services provided

Able to function independently in the home setting with minimal direct supervision

Able to maintain satisfactory relationships with clients, family, and team members

Able to stand, sit, walk, reach, kneel, crouch, and lift up to 25 pounds

Employee: _____

Date: _____

Supervisor: _____