



Your Name.....

Date.....

Sign.....

Job Description Summary

This position provides supervision for safety and assistance to the client's activities of daily living to maintain the client in their home.

Essential Duties and Responsibilities

A. Administrative

1. Timely and accurate completion of daily log.
2. Log in and out.
3. Adhere to the company's policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
4. Maintain positive working relationships with clients, client families and other professionals
5. Maintain a professional appearance always.

B. Services and Procedures

1. Assist with Toileting
2. Skin care to maintain the health of the skin
3. Transfers and ambulation
4. Bathing, grooming and hair washing necessary for personal hygiene
5. Turning and position of the client(s)
6. Assistance with medication per client's Needs and direction.
7. Dressing or undressing of the client(s)
8. Assistance with eating, meal preparation and grocery shopping
9. Accompanying to medical appointments
10. Assisting, monitoring or prompting the client to complete the above items
11. Redirection, monitoring and observation that are integral part of a personal care plan in the above items
12. Redirection and intervention for behaviour, including observation and monitoring
13. Interventions for seizure disorders if the client is Epileptic.

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14. Appropriate reporting of changes in client status.

Note: This job description reflects management's assignment of duties and does not restrict nor limit the duties that may be assigned.

Qualifications/Requirements

A. Education and Experience

1. Must be caring and responsible.
2. Be able to work safely in accordance to client's care plan and under no supervision.

B. Language Skills

1. Excellent customer service and listening skills
2. Excellent oral and written communication skills; able to effectively communicate with the client and other professionals.
3. Ability to read and write clear English.

C. Mathematical Skills

1. Ability to compute basic mathematics.

D. Reasoning Ability

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks.
3. Able to respond appropriately to client's needs and reports changes in the client's condition to the office.
4. Strong organizational and problem-solving skills.
5. Access to a working telephone for regular communication with the Management