

CLM Community Action Agency

Job Title	In-Home Services Aide
Reports to	In-Home Services Manager and Senior Service Director

Job Purpose

Responsible for carrying out assignments in senior homes that include respite relief for primary caretakers. Care of the senior by feeding, ambulating, toileting, companionship and stimulation. Aid with activities of daily living (ADL) and instruments of activities of daily living (IADL). This position does not include health-oriented services such as administering medications.

Duties and Responsibilities

- Light housekeeping, meal preparation, laundry service, grocery shopping, and other related errands.
- Assist client with bathing, grooming, dressing, eating, transferring, toileting, and ambulation.
- Personal care and respite services may also be required in the absence of the primary care giver.
- Assist client in arranging transportation.
- Must be alert to any changes in the client's mental or physical condition.
- Must be aware of all established emergency notification procedures that are to be posted in the home.
- Follows assigned schedules.
- Notify Central Office of any necessary changes with clients.
- Client notification is required from the employee.
- Responsible for in-home assistance with instruments of activities of daily living (IADL).
- Exemplify professionalism and project a positive attitude when communicating with staff, clients and the general public.
- Representing CLMCAA in a positive manner in the community and when attending community events and training functions.
- Complete appropriate monthly/daily reports and records according to program standards. Completes written records of services; reporting the total needs of the client.
- Must possess knowledge of and practices of universal precautions for controlling the spread of infection.
- Exemplify professionalism and project a positive attitude when communicating with staff, Clients and the general public.
- Attend and participate in staff meetings, workshops and training sessions.
- All other job-related duties as assigned.

Integrity

- Ensure confidentiality of clients, agency and co-workers
- Understand and promote the goals and philosophy of CLMCAA.
- Become familiar with CLM CAA's Employee Handbook and follow policies outlined therein.
- Has general knowledge of and adheres to the Agency's mission statement.
- Adhere to CLM CAA policies and procedures.
- Represent CLM CAA, its policies and point of view while interacting with other agencies and individuals.
- Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled time to report.
- Reports to work area ready to begin work at the assigned time.

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Required Qualifications

High School diploma or GED.
18 years old.
Training in personal care, health monitoring procedures, First aid, CPR and/or MFR.
Two (2) years' experience in an adult day care center, community health agency, nursing home, or hospital.
Will be required to pass criminal history check.
Must have valid Michigan driver's license, an acceptable driving record and reliable transportation.

Equal Employment Opportunity Statement

CLM Community Action Agency provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus. Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts. Odors related to cleaning and disinfection may be strong at times. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Offers of employment are conditional pending Comprehensive Criminal Background Check which meets program requirements. I have received a copy of my job description and understand the duties and responsibilities listed wherein. I agree to abide by all rules stated in the CLM CAA Employee Handbook, regarding conduct and working conditions not described in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director Signature: _____ Date: _____