

# **Legacy HomeCare, LLC**

## Personal Support Service Agency Non-Medical Private Duty Sitting Service

### Job Description

#### Job Title:

Personal Care Aide/ Attendant/Homemaker/In-Home Respite

#### Employment Requirements:

- Direct services staff members must be competent persons aged eighteen (18) years of age or older.
- Maintain good health in order to carry out job requirements, including the Influenza vaccine or declination form and the TB test
- Have language and communication skills sufficient to communicate with client, and maintain written reports and records.
- Documented training specific to personal support services.
- All employees are required to practice infection control and standard precautions while providing personal support services.
- Must have a certification as a nursing assistant or documentation of completion of personal care aide training required by the Administrative Lead Agency (ALA) and approved by the Bureau of TennCare.
- Prepare and maintain written reports and records and report to the Case Manager any significant changes in the client's physical or mental status,
- Experienced with and/or have a compassionate attitude toward older persons and persons with disabilities
- Be mature as exhibited by timeliness and acting in a responsible manner at all times
- Knowledgeable of different cultural backgrounds
- Not be listed on the Tennessee Nurse Aide Abuse Registry or be barred from employment as Nurse Aide due to patient abuse
- Should not be a family member of the client's family
- Abide by agency rules, regulations, policies, procedures and the employing agency handbook.
- Meet personnel requirements regarding use of automobile, current insurance, and current driver's license

#### Personal Care/ Respite Job Responsibilities: *This is not an all-inclusive listing.*

Personal Care Service are services provided to assist the client with activities of daily living, and related essential household tasks, and other activities that enable the enrollee to remain in the home, as an alternative to Nursing Facility care, including...

#### Personal Care:

- Assist with grooming, dressing and bathing
- Ensure that client is in a safe environment
- Medication Reminders

#### Companion Service:

- Conversation
- Read aloud if client is interested
- Current Events

#### Homemaker Job Responsibilities: *This is not an all-inclusive listing.*

Homemaker Service is defined as general household activities and chores.

Have demonstrated working knowledge of the following service topics:

1. general health

2. personal hygiene
3. universal precautions
4. concepts of adult nutrition
5. basic household cleaning
6. observing and being alert to changes in enrollee's condition
7. psychological and physical aspects of aging and disability
8. personal safety
9. basic record keeping
10. basic first aid
11. shopping and errands

Grocery shopping  
 Prescription Pick-Up  
 Accompany client to doctor appointments  
 Light housekeeping:  
 Meal Preparation and clean up  
 Sweep/Mop floors  
 Vacuum  
 Clean Bathroom  
 Personal Laundry  
 Change bed linens as needed  
 Take out garbage at end of shift  
 Maintenance of Safe Environment

A file will be maintained at each client's home. Documents contained in the file will be a needs-based assessment, copy of authorization form, client rights, accident report medication sheets, progress notes to record client's needs and condition for each shift.

During the course of each shift some of the above may not always be required to do. It is each employee's responsibility to read the File located at the client's home so that continuity of care will be maintained. Be prepared to tell the next shift any changes in the client's care or needs. Document what you did during your shift. If you have any concerns about the care and safety of a client be sure to alert your supervisor or the administrator as soon as possible.

As an employee of Legacy HomeCare, LLC, I understand that all information concerning the clients I care falls under the HIPPA laws and I will not discuss this information with family or friends, or other clients.

It is the employee's responsibility to attend all employee meetings and in-service trainings.

I understand and acknowledge the job duties and requirements and accept this position.

\_\_\_\_\_  
 Employee Name

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor/Administrator

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Beginning Pay Rate