

SUBJECT: Direct Care Worker Job Description	REFERENCE
DEPARTMENT: Cedar County Public Health	PAGE: 1 OF: 3
APPROVED BY: Cedar County Board of Health	EFFECTIVE: 20 APR 04 REVISED: June 11, 2007 Oct 26, 2007 June 30, 2009

**PURPOSE OF POSITION:**

Home care aide services are intended to enhance the capacity of consumers to attain or maintain their health & independence.

**PROGRAM PURPOSE:**

The purpose of this program is to reduce, prevent or delay inappropriate institutionalization of consumers and to preserve families through the provision of supportive services by direct care workers who have completed training and are professionally supervised.

**SCOPE:**

The direct care worker provides services for consumers by following a plan of care identifying assigned tasks. A direct care worker participates in activities to safeguard the health and wellness of the community and to implement core public health functions and essential public health services.

**ESSENTIAL JOB DUTIES & RESPONSIBILITIES**

- Under the supervision of a registered nurse, provides services primarily in the homes of consumers to promote consumer health and a safe, stable, sanitary home environment.
- Under the direction of nursing or medical staff, provides health-related services such as observation of self-administration of oral medications; checking the consumers pulse rate, temperature, and respiration rate; helping with simple prescribed exercises; keeping the consumer's rooms neat; changing non-sterile dressings; providing skin care and back rubs; assisting with braces and artificial limbs; or assisting the consumer in using medical equipment.
- Provides services intended to stabilize a child's or adult's residential environment and relationships with relatives, caretakers, and other consumers and household members in order to alleviate a situation involving abuse or neglect or to otherwise protect the child or adult from a threat of abuse or neglect; also provides services intended to prevent situation which could lead to abuse or neglect of a child or adult when a definite potential for abuse or neglect exists.
- Makes verbal or written reports to supervisor or nurses, confers as required about needed social services and seeks guidance in providing services to children and adults; implements home service plans as assigned.
- Ability to perform the physical duties required of Direct Care Worker services. Must have adequate mobility that requires frequent walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in providing various care; and operate an automobile. The employee must be able to regularly lift and/or move up to 40 pounds and occasionally must lift and/or move up to 50 pounds. The employee must also be able to occasionally transfer a consumer.
- Ability to maintain confidentiality of all records and reports maintained for the Direct Care Worker programs.
- Must maintain current Iowa Driver's license and ability to operate an automobile along with providing proof of automobile insurance as required at time of appointment and upon demand.
- Respond to the direction of the director or deputy director in the event of an emergency.
- Ability to adapt and perform job duties in demanding environments (i.e. temperature changes, cigarette exposure, pet exposure, and various other household chemicals)
- Maintain regular and punctual work attendance.
- Ability to read and write the English language.

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- Participate in on-call schedule to attend to care needs of consumers outside of regular agency hours.

Services include, but are not limited to:

- Assisting with removing environmental hazards.
- Reports suspected or observed incidents of abuse or neglect of a child or adult.

#### EDUCATION AND SPECIAL REQUIREMENTS:

- A person employed on or after November 1, 1989, shall have a high school diploma or GED certificate.
- Must be in good physical health as determined by a pre-employment physical and upon request thereafter.
- Practical on the job training, approved by the Deputy Director and the Director, is to be completed within 6 months and will be supervised by appropriate personnel.

Required education is outlined as follows:

- 60 hour home care aide training: A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide  
OR
- 75 hour certified nurse aide course and
  - 4 hours on role of the home care aide
  - 2 hours on communication
  - 2 hours on understanding basic human needs
  - 2 hours on maintaining a healthy environment
  - 2 hours on infection control in the home
  - 1 hour on emergency procedures
 OR
- Direct Care Worker training and prior approval by the department
- A certified Employee may be required to complete the 60 hour “A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide” per the discretion of the Deputy Director and/or the Director of the Department.
- Direct Care Worker staff will complete mandatory Adult and Child abuse trainings and maintain current training in this area.
- Employment will be conditional upon successful completion of the Home Care Aide Competency Test. 70% correct is the passing level.
- Skills demonstration checklist will be completed prior to performing personal care duties independently.

#### INSERVICE TRAINING:

- Inservice training relevant to appropriate consumers and assignments shall be provided. Hours of in-service shall be prorated for individuals who do not work a complete calendar year as described for each level.
- A Direct Care Worker or licensed professional working as a Direct Care Worker shall complete 12 hours of in-service training per calendar year, prorated as 1 hour of in-service for each complete calendar month of employment.

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- In the even one is unable to attend a mandatory inservice, a make-up inservice will be scheduled and completed within 30 days per Deputy Director approval.

**INSERVICE COMPENSATION:**

Time spent during in-service training will be considered "time worked" and will be compensated at straight time.

**KNOWLEDGES, ABILITIES, SKILLS AND PERSONAL CHARACTERISTICS:**

- Knowledge of home management including household budgeting and housekeeping methods and techniques.
- Knowledge of the basic elements of nutrition and meal planning.
- Knowledge of the principles of consumer care, especially in respect to feeding, bathing and dressing a consumer.
- Knowledge of housekeeping skills such as cooking, laundering, ironing and cleaning necessary to maintain a clean, healthful, and pleasant environment.
- Knowledge of the care of children.
- Knowledge of the purposes and scope of agency goals involving the homemaker program and public health nursing.
- Knowledge of the aging process and emotional problems related to illness.
- Knowledge of changes in consumer's condition that should be reported to a supervisor or nurse.
- Knowledge of the ethics and confidentiality requirements involving the Direct Care Worker programs.
- Ability to understand instructions, maintain simple records, and write simple reports.
- Ability to establish and maintain effective working relationships with employees and consumers.
- Ability to operate household appliances.
- Any other tasks assigned by Registered Nurse or Deputy Director that may not be addressed in the above descriptions.
- Ability to evaluate their own performance at least annually with supervisor.

**ACKNOWLEDGEMENT**

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.*

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Employee's Signature                      Date                      Department Head                      Date

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.