



SUPPORTIVE HOME CARE WORKER (SHCW)

JOB DESCRIPTION

A Supportive Home Care Worker is a member of the home care team who assists the client with the tasks of daily living and personal cares as outlined in a written care plan that is established by a Case Manager who works in conjunction with PHHS. Supportive Home Care Workers are supervised by PHHS management.

Supportive home care is designed to help elderly or disabled clients function as independently as possible for as long as possible within their individual community living situations. Supportive Home care consists of assistance with daily living needs including both household and some personal cares.

QUALIFICATIONS

1. Must be at least 18 years of age.
2. Must have High School Diploma or equivalent.
3. Must have experience working with the elderly or people with disabilities with verifiable references.
4. Must possess a valid driver's license, provide proof of auto insurance, and provide own reliable transportation.
5. Demonstrate personal responsibility and honesty in respecting client's personal property and privacy.
6. Must have knowledge, skills and ability to perform essential Supportive Home Care Provider duties.
7. Must have good communication skills and ability to relate well to others and be able to maintain the team atmosphere of trust, fairness, respect and support within the Company.
8. Must exhibit mature responsible behavior, and understand the strict need for patient confidentiality.
9. Must be physically able to perform the duties of the position.
10. Must be able to read, write and speak English.
11. Demonstrate dependability, honesty, and confidentiality.
12. Personal phone line or other reliable means of communication.
13. Must be able to follow direction and accurately report to the Supervisor any changes in the client's condition.

ESSENTIAL FUNCTIONS

- ❖ **Meal Planning / Preparation:** Planning, preparing and serving a meal, as well as clean up, washing, drying and putting away dishes, storing food, rotating food in refrigerator, and assisting with eating.
- ❖ **Shopping:** Traveling from clients home to the store, assisting with purchasing of items, helping carry items back into the home and putting items away.
- ❖ **Laundry:** Collecting, washing, drying, folding, ironing, and storage of all laundry needed for the clients personal use in the home. This includes traveling to and from the client's home to a Laundromat with client providing, soaps and coins.
- ❖ **Companionship:** Sitting with clients, reading, talking, walking, etc.
- ❖ **Transport:** To doctor or other appointments, social outings, events, etc
- ❖ **Housekeeping:** Including but not limited to; vacuuming, dusting, mopping, and changing bed linens, or other duties as assigned.
- ❖ **Grooming:** Includes assistance with the care of hair, skin, oral and nail care.
- ❖ **Dressing:** Assist client in daily changes of clothes to prepare client for routine daily activities.
- ❖ **Bathing:** Including washing before and after meals.

- ❖ **Toileting:** Assistance with toileting functions including transferring to toilet and bedpans, changing adult protective undergarments and cleaning soiled areas.
- ❖ **Other duties:**
 - A. Encourage client's independent living skills development
 - B. Provide skills training in areas of daily living as directed by care plan
 - C. Complete and maintain in a thorough, accurate and timely manner all Care Assignments and other documentation.
 - D. Protect client and agency information by adhering to confidentiality standards.
 - E. Participate in mandatory training and staff meetings.

PHYSICAL/MENTAL REQUIREMENTS

1. Lifting, carrying objects such as cleaning supplies, linens, dishes, laundry baskets, etc. ranging from 5 to 50 pounds without assistance.
2. Simple manipulative skills are required to consistently manipulate small appliances such as vacuums, electric brooms, can openers, etc.
3. Ability to concentrate on moderate detail with some interruption.
4. Reaching overhead to remove and replace dishes, linens, etc.
5. A sense of balance is required to safely assist clients with walkers and canes in ambulation.
6. Ability to wear gloves and other protective coverings.
7. Ability to follow instructions and specific ideas behind actions.
8. Must be able to bend, stoop, climb stairs and stand for long periods of time.

Employee May Not:

1. Cut the nails of any patient unless authorized by a Supervisor.
2. Perform any type of heavy housework such as cleaning stoves with oven cleaners, moving heavy furniture or appliances, etc.

Employee Signature: _____ Date: _____

PHHS Authorized Signature: _____ Title _____ Date _____