

Council on Aging in Union County

Job Title: In-Home Aide

Job Description

Basic function of work to be performed by employee: Assist older adults in making it possible for them to remain in their own homes, maintain or improve their level of personal care and household management, increase their ability to plan and execute independent choices in daily life and make use of other available services.

Duties:

1. Assist with personal care for frail/at risk clients
2. Do light housekeeping and laundry
3. Provide respite for primary caregivers
4. Shop for food and other necessary items
5. Prepare light meals
6. Complete all paperwork accurately and timely
7. Communicate with supervisor about schedules, client status and any changes
8. Perform other tasks as assigned

Special Skills Needed:

Ability to function independently and responsibly and respond well to supervision. Must be in good health, well groomed, able to lift groceries, vacuum, sweep and mop, and assist frail clients with personal care. Must be able to read care plans and write accurate documentation. Must have a valid NC driver's license and reliable transportation.

Special Qualities Needed:

Must be mature, flexible, compassionate, honest and dependable.

Orientation/Training to be Provided:

Orientation to agency policies and procedures. On-the-job training with supervision and attendance at work-related training sessions.