



Elderly Muslim Care Action Network, Inc.

1260 Iroquois Ave. Unit 108, Naperville IL 60563

Phone (630) 701-7755 Fax (630) 701-7766, eMail info@emcan.us Web www.emcan.us

JOB DESCRIPTION

The Homecare Aide is responsible for performing the tasks listed in the Plan of Care for each assigned client. The Homecare Aide is supervised by the Homecare Supervisor, and must report any problems or concerns to the Homecare Supervisor.

DUTIES

Homecare Aides are required to perform the following tasks in an efficient and competent manner, depending upon the participant’s and the caregivers available resources.

- ❖ To maintain the participant(s) home in the best possible state of cleanliness and safety;
- ❖ Clean the bathroom;
- ❖ Dust;
- ❖ Clean the kitchen, including; stove, cabinets, sink (dishes), refrigerator, microwave, chairs, table, sweep or mop floors and dispose of compost;
- ❖ Vacuum Carpeted floors;
- ❖ Changing bed linens;
- ❖ Utilizes household equipment and supplies safely;
- ❖ Plan, prepare, and serve nutritious meals;
- ❖ Shop for food and household essentials;
- ❖ Complete Participant’s laundry using a washing machine and dryer (sort, wash, fold, and put away)
- ❖ Assist with or give the participant a bath, using the sink, the tub, or sponge in bed;
- ❖ Dressing the participant(s);
- ❖ Groom the participant(s), including washing hair and/or shaving and nail care;
- ❖ Assist the participant(s) with payment of bills, including writing of checks;
- ❖ Assist with telephone calls;
- ❖ Assist with transferring the participant(s) to and from the bed, chair, toilet, etc;
- ❖ Escort the participant(s) to medical appointments;
- ❖ Remind the participant(s) to take medication and assist with uncapping of bottles;
- ❖ Reports any changes in the participant(s) condition to the supervisor;
- ❖ Respiratory Services as explained by Homecare Supervisor;
- ❖ Assist participant(s) with Range of Motion exercises;
- ❖ Attend and complete Pre-Service and In-Service training;
- ❖ Accurately documents services and submits documentation in a timely manner as indicated by agency policy;
- ❖ All other duties assigned by the Homecare Supervisor;

Home Care Aide

Date

Supervisor’s Signature