



## HEMOCARE AIDE DUTIES AND QUALIFICATIONS

### **Responsibilities of Homecare Aides**

- Adhering to a participant's personalized plan of care (PoC) as documented.
- Completing assigned tasks under the direction of the supervisor based on PoC.
- Monitoring the participant's well-being and promptly informing the homecare supervisor of any changes.
- Providing necessary receipts and documentation for essential shopping and errands.
- Attending in-service training courses [face-to-face, audiovisual presentations, computer-based instruction, etc.] in-service training per calendar year,] Quarterly Conferences, and any necessary Agency Meetings and Conferences.

### **Qualifications for Homecare Aides**

- Candidates must meet one of the following education or experience requirements:
  - i. Possess a high school diploma or general education diploma (GED).
  - ii. Have at least one year of experience in a similar human service role or caring for a dependent child or adult family member (Experience Form)
- New employees must undergo 24 hours of initial pre-service training, which includes up to 2 hours of agency orientation. This training must be completed before they are assigned to provide services to a CCP participant independently, and within a 6-month period from the training to their first assignment. Initial training also involves a competency evaluation conducted by the agency.
- Understanding the homecare aide's responsibilities and limitations.
- Developing communication skills, including interactions with special participant populations such as the hearing impaired and those with dementia or special needs.
- Learning how to observe, report, and document participant status and provided services and be in contact with designated Supervisor.
- Performing specific non-medical in-home services, including personal care tasks (e.g., shaving, bathing, toileting), respiratory services, and assisting with exercise/range of motion.
- Ability to assist participants who use specific adaptive equipment.
- Basic hygiene and infection control practices.
- Maintaining a clean, safe, and healthy environment.
- Implementing personal and environmental safety precautions.
- Understanding seclusion and restraint usage.
- Recognizing emergencies and knowledge of emergency procedures such as calling 911 etc.
- Upholding the confidentiality of participant personal, financial, and health information.
- Awareness of abuse and neglect prevention and reporting requirements to Agency Supervisors.
- Abide by Electronic Visit Verification (EVV) Rules from Participant's Address or PoC based locations for Service.

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SIGNATURE

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Home Care Aide Name

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Date: