



KOREAN WOMEN'S ASSOCIATION

JOB DESCRIPTION

JOB TITLE	In Home Caregiver	Date of Last Modification	09/09/12019
Department	In Home Care		
Reports to	In Home Care Supervisor		
Supervises	N/A		
Pay Range	As specified in CBA wage scale		
Work Schedule	Full Time	<input checked="" type="checkbox"/>	Part-Time <input checked="" type="checkbox"/>
Status	Regular Position	<input checked="" type="checkbox"/>	Temporary Position <input type="checkbox"/>

Wage and Hours Laws Status	Non-Exempt <input checked="" type="checkbox"/>	Exempt <input type="checkbox"/>
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The Korean Women's Association (KWA) is an equal opportunity employer. It considers all applicants without regard to race, color, national origin, religion or creed, gender, disability, marital status, familial status, age, sexual orientation, gender identity or any other protected characteristic.

1. Purpose of Position

Under immediate supervision, has the general responsibility and duties to perform tasks directly related to the client's needs prescribed by the plan of care.

Workers must maintain accurate records on client services. Workers must report immediately any and all changes or unusual occurrences regarding client home care plan of care to appropriate management of KWA for in home care program.

The care setting: The caregiver will work out of the client's home, apartment, trailer, hotel room, or other living situation to fulfill tasks as assigned by the client's service plan.

Typical equipment used: Gait belt; Hoyer lift; transfer board; shower bench or chair; walker; wheelchair.

2. Essential Duties and Responsibilities

- 2.1 **Personal Hygiene:** Assistance with care of hair, teeth, dentures, shaving, filing of nails, other basic personal hygiene and grooming needs. Includes supervising the client when he/she can perform these tasks when guided, assisting in client when he/she can participate in care of his/her appearance, and performing grooming tasks for the client when he/she is unable to participate in caring for his/her appearance.
- 2.2 **Dressing:** Assistance with dressing and undressing. Includes supervising the client when he/she can dress and undress when guided, assisting with difficult tasks such as tying shoes and buttoning, and completely dressing or

undressing the client when he/she is unable to participate in dressing or undressing him/herself.

- 2.3 **Bathing:** Assisting the client to wash his or her body. Includes supervising the client when he/she can bathe him/herself when guided, assisting the client with difficult tasks such as getting in or out of the tub or washing back, and completely bathing the client when he/she is totally unable to wash him/herself.
- 2.4 **Eating:** Assistance with eating. Includes supervising the client when he/she is able to feed him/herself when guided, assisting with difficult tasks such as cutting food or buttering bread, and feeding the client when he/she is unable to participate in feeding him/herself.
- 2.5 **Toileting:** Assistance with bladder and/or bowel problems. Includes supervising the client when he/she can take care of his/her own toileting needs when guided, helping him/her to and from the bathroom, assisting with bed pan routines, diapering and lifting him/her on and off the toilet. May include performing routine peri-colostomy/catheter tasks, for the client when he/she is able to supervise the activities.
- 2.6 **Ambulation:** Assisting the client to move around. Includes supervising the client when he/she can walk alone or with the help of a mechanical device (such as a walker) when guided, assisting with difficult parts of walking (such as climbing stairs, uneven surfaces), supervising the client when he/she is able to propel his/her wheelchair when guided, pushing the wheelchair, and providing constant physical assistance to the client when he/she is totally unable to walk alone or with a mechanical device.
- 2.7 **Transfer:** Assistance with getting in and out of bed or wheelchair or on and off the toilet and/or in and out of the bath tub. Includes supervising the client when he/she is able to transfer when guided, provided steadying, and helping the client when he/she can assist in his/her transfer. Lifting the client when he/she is unable to assist in their transfer requires specialized training.
- 2.8 **Positioning:** Assisting the client to assume a desired position. Includes assistance in turning and positioning to prevent secondary disabilities, such as contracture and balance deficits.
- 2.9 **Self-Medication:** Assisting the client to self-administer medications prescribed by his or her physician. Includes reminding the client of when it is time to take prescribed medication, handing the medication container to the client, opening a container and reading labels.
- 2.10 **Body Care:** Assisting the client with exercises, skin care (including the application of ointments or lotions), changing dry bandages or dressings which do not require professional judgment. Excludes foot care beyond washing of feet and filing toenails. Excludes changing bandages or dressings when sterile procedures are required. Provision of body care tasks is limited; the client must be able to supervise the provision of these tasks.
- 2.11 **Travel to Medical Services:** Accompanying or transporting the client to a physician's office or clinic in the local area to obtain medical diagnosis or

treatment. **(Caregiver may be asked to use his/her own personal vehicle for this task.)**

- 2.12 **Essential Shopping:** Assistance with shopping to meet the client's health care or nutritional needs. Limited to brief, occasional trips in the local area to shop for food, medical necessities and household items required specifically for the health and maintenance of the client. Includes assisting the client when he/she can participate in shopping and doing the shopping for the client when he/she is able to participate. **(Caregiver may be asked to use his/her own personal vehicle for this task.)**
- 2.13 **Meal Preparation:** Assistance with preparing meals. Includes planning meals (including special diets), assisting clients who are able to participate in meal preparation, preparing meals for participants unable to participate, and cleaning up after meal preparations.
- 2.14 **Household Assistance:** Assistance with household tasks essential to the client's health and comfort. These tasks are limited to such things as changing bed linens, laundering bed linens and clothing used by the client and cleaning areas of the home occupied by the client. Includes assisting clients who can participate in performing these tasks and performing household tasks for clients unable to participate.
- 2.15 **Standby Assistance:** Being available to help the client with tasks that cannot be scheduled (toileting, ambulation, transfer, positioning, some medication assistance); and/or being available to provide protective supervision to a client who cannot be left alone because of confusion, forgetfulness, or lack of judgment.

3. **Secondary Position Tasks**

1. Attend all required trainings and meetings.
2. Accurately complete timesheets and task sheets and submit on time to supervisor.
3. Report any accident to self or client immediately to supervisor. Complete incident report as directed by supervisor within 48 hours.
4. Remain current with 12 hours continuing education (CE) training per year. Training is to be completed by caregiver's birthday. This is a condition of continued employment. **No caregiver is allowed to continue working if this requirement is not met.** Caregiver is responsible to maintain this required training.
5. Must be available to travel to and from client's home anywhere within the county where the KWA office they are hired at is located.
6. **Medication Nurse Delegation-**Care giver must have current nurse delegation qualifications and be delegated by Delegating Nurse with written instructions before care giver assists with any nurse delegation task.
7. May be required to travel between and work from other KWA offices.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

4. **Position Requirements and Qualifications**

- Satisfactorily pass criminal history and references check before employment;
- Must be 18 years of age or older;
- Ability to understand and follow directions;
- Ability to work independently and cooperatively with others;
- Ability to maintain confidentiality in all assignments as mandated;
- Satisfactorily pass criminal background check every 2 years after employment;
- Must become certified as a home care worker within 200 days or 260 days (English is second language) of employment. **Certification is a condition of continued employment.** OR hold a current CNA, RN, LPN, nurse technician license or homecare aid certification; and
- Must have reliable personal transportation, valid Washington State Driver's License & auto insurance.

4.1 Education -- High School Diploma, GED or foreign equivalent required.

5. **Working Conditions**

1. Environmental parameters:

- a. Ability to work in a client's private home environment; and
- b. Ability to drive/accompany client to medical appointments and for essential shopping.

2. Physical demands:

- a. Mobility: Standard work day requires various abilities including standing, walking, sitting, bending, flexing, lifting twisting, stooping, kneeling, reaching, stretching, pushing, pulling and climbing stairs;
- b. Ability to exert up to 50 pounds or more of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move a client or an object; and
- c. Motor Skills: Gross and fine motor abilities sufficient to perform required functions of client care; hand-wrist movement, hand-eye coordination, and simple firm grasping required for fine motor-skills and manipulation; fine and gross finger dexterity required.

6. **Work Schedule**

1. Ability to work 40 hours per week, if full-time position, otherwise as part-time position. Available to work any shift assigned and be a substitute as needed. Available to work anywhere within the county that hiring office covers.

7. **Aptitude Requirements**

A. COGNITIVE

1. Analytical:

- a. Ability to establish facts and draw valid conclusions; and

- b. Ability to interpret a variety of instructions furnished in written and verbal form.
 - 2. Communication:
 - a. Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of the position;
 - b. Ability to record and deliver information;
 - c. Ability to speak distinctly and listen carefully in order to communicate effectively on all levels with clients, families and KWA staff; and
 - d. Ability to follow rules and policies of the company.
 - 3. Administrative Detail:
 - a. Ability to complete time and task sheets accurately; and
 - b. Ability to complete and follow instructions on electronic timekeeping.
- B. **MANUAL**
- 1. Motor coordination:
 - a. Gross and fine motor abilities and hand-eye coordination sufficient to perform required functions of patient care.
 - 2. Finger dexterity:
 - a. Ability to pick, pinch or otherwise work with fingers to perform required functions of client care.
 - 3. Manual dexterity:
 - a. Ability to seize, hold, grasp, turn or otherwise work with hands to perform required functions of client care.
- C. **VISUAL**
Acute visual skills necessary to detect signs and symptoms, body language of clients, color of skin and drainage, and possible infections. Interpret written word accurately and read characters.
- D. **AUDITORY**
Ability to clearly hear clients throughout caregiving space to detect signs and symptoms of pain and indication of needs.

Note: The requirements for this position are indicative of the physical and mental capacities needed to satisfactorily perform the duties for the position. Reasonable accommodations, as required by the Americans with Disabilities Act will be granted wherever possible.

Note:

The above job description is not comprehensive. The job responsibilities may include other duties. This job description also does not constitute an employment agreement between KWA and the employee. KWA may change the job duties as it determines to be necessary or useful to meet its needs.

I have read, understand and will comply with this job description. I have received a copy.

Printed name, Signature & Date