



# KOREAN WOMEN'S ASSOCIATION

## JOB DESCRIPTION

JOB TITLE	In-Home Caregiver			Date of Last Modification	08/22/2022
Department	In-Home Care				
Reports to	In-Home Care Supervisor				
Supervises	N/A				
Pay Range	Based on certified hours per CBA wage scale				
Work Schedule	Full Time	<input checked="" type="checkbox"/>	Part-Time or On-Call	<input checked="" type="checkbox"/>	
Status	Regular Position	<input checked="" type="checkbox"/>	Temporary Position	<input type="checkbox"/>	
Classification	Non-Exempt	<input checked="" type="checkbox"/>	Exempt	<input type="checkbox"/>	

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

Performs tasks directly related to the client's needs prescribed by the plan of care. Maintains accurate records of client services. Travels to client's residence to fulfill tasks as assigned by service plan. Regularly uses equipment including gait belt, Hoyer lift, transfer board; shower bench or chair, walker, or wheelchair.

### 2. Essential Duties and Responsibilities

- Assists with care of hair, teeth, dentures, shaving, filing of nails, other basic personal hygiene and grooming needs. Includes supervising the client when they can perform these tasks when guided, assisting client when they can participate in care of their appearance, and performing grooming tasks for the client when they are unable to participate
- Assists with dressing and undressing. Supervises the client when they can dress and undress when guided, assisting with difficult tasks such as tying shoes and buttoning, and completely dressing or undressing the client when they are unable to participate in dressing or undressing.
- Assists the client to bathe their body. Supervises the client when they can bathe themselves 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 they are totally unable to bathe.
- Assists the client with eating. Supervises the client when they are able to feed themselves when guided, assisting with difficult tasks such as cutting food or buttering bread, and feeding the client when they are unable to participate in feeding.
- Assists the client with bladder and/or bowel problems. Supervises the client when they can take care of their own toileting needs when guided, helping them to and from the bathroom, assisting with bed pan routines, diapering and lifting them on and off

the toilet. May include performing routine peri-colostomy/catheter tasks for the client when they are unable to perform the activities.

- Assists the client to move around. Supervises the client when they 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 they are able to propel their wheelchair when guided, pushing the wheelchair, and providing constant physical assistance to the client when they are totally unable to walk alone or with a mechanical device.
- Assists the client with getting in and out of bed or wheelchair or on and off the toilet and/or in and out of the bath tub. Supervises the client when they are able to transfer when guided, provides steadying, and helps the client when they can assist in their transfer. **Lifting the client when they are unable to assist in their transfer requires specialized training.**
- Assists the client to assume a desired position. Includes assistance in turning and positioning to prevent secondary disabilities, such as contracture and balance deficits.
- Assists the client to self-administer medications prescribed by their 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.
- Assists 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.
- Accompanies or transports 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 if applicable.)**
- Assists 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 they can participate in shopping and doing the shopping for the client when they are unable to participate. **(Caregiver may be asked to use his/her own personal vehicle for this task if applicable.)**
- Assists the client 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.
- Assists with household tasks essential to the client's health and comfort. 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.
- Must be 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.
- Attends all required trainings and meetings.

- Accurately complete timesheets and task sheets and submit on time to supervisor.
- Completes 12 hours continuing education (CE) training per year by caregiver's birthday.
- Travels to and from client's home anywhere within the county where the KWA office they are hired at is located.
- May be required to travel between and work from other KWA offices.
- Performs other duties as assigned.

### 3. **Position Requirements, Competencies and Qualifications**

- Satisfactorily pass criminal history and references check;
- Must be 18 years of age or older;
- Ability to understand and follow directions;
- Ability to work independently and cooperatively with others;
- Valid driver's license and insurance if driving;

#### **3.1 Education**

- High School Diploma, GED or foreign equivalent preferred.

#### **3.2 Experience**

- No prior experience necessary

#### **3.3 Unique Expertise/Certification/Registration**

- 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
- **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.

### 4. **Working Conditions**

#### **1. Environmental parameters:**

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

#### **2. Physical demands:**

- a. 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;
- c. 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.

### 5. **Physical 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
  3. **Administrative Detail:**
    - a. Ability to complete time and task sheets accurately;
    - 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**
1. **Near Vision:**
    - a. Clarity of vision at 20 inches or less
  2. **Mid-Range Vision:**
    - a. Clarity of vision at distance of more than 20 inches and less than 20 feet.
  3. **Far-range Vision:**
    - a. Clarity of vision at 20 feet or more.
- D. AUDITORY**
1. 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.

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 reviewed this document and understand the responsibilities of this position.

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Printed name, Signature & Date