

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Home Care Worker I (with meds)

DEPARTMENT: Community Programs

TITLE OF POSITION: Home Care Worker (with meds)

IMMEDIATE SUPERVISOR: Home Coordinator

NORMAL WORKING

HOURS AND SCHEDULES: As Assigned

FLSA: Hourly/Non-exempt

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED required; 2) Experience working with individuals with DD preferred; 3) Ability to work independently; 4) Medication passing certificate required within the first 60-days of appointment; 5) Ability to react calmly in case of emergency; 6) Knowledge of Anne Grady Corporation policies regarding Community Programs required; 7) Knowledge of Medicaid regulations preferred; 8) Ability to flex hours as needed; 9) Ability to be a team player; 10) Good record keeping skills; 11) Ability to lift 50 pounds; 12) Ability to push, pull, bend, stoop, and stand for extended periods of time; 14) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals.

POSITION RESPONSIBILITIES:

1. Provides active treatment, including implementation of skill development plans.
2. Provides services for individuals as designated by Individual Habilitation Plans.
3. Assists individuals with housekeeping tasks, shopping, meal preparation, personal care, medical care, and financial matters.
4. Arranges and assists with recreational activities.
5. Communicates, verbally and in writing medical, programming, and maintenance concerns/problems to the Home Coordinator and to the on-coming shift.
6. Documents daily activities of individuals, as needed.
7. Attends meetings and in-services as scheduled.
8. Promotes the ideals of active treatment, normalization, independence, and all relevant Medicaid standards.
9. Completes required med training course and maintains certification by attending four (4) hours of in-service training annually and by following policies and procedures of administration of medication.
10. Participates in the IHP.
11. To ensure that individuals are free from abuse and neglect to the extent possible.
12. Exemplifies Corporation philosophy. Follows policies and procedures.
13. To report to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
14. Performs any other related duties that may be assigned description.

Job Classification: Home Care Worker I w/Meds
Page 2 of 2

List of positions directly supervise.
If more than eight, list totals only.

Signature of Department Director **Date**

Signature of Employee **Date**

Form Pr-105
Revised: 03/12/02
Revised: 10/31/06
Revised: 2/16/2015
Revised: 10/04/16

