

HOME CARE WORKER

DEFINITION: Under general supervision, performs work of routine difficulty in providing care for elderly, convalescent, and/or disabled persons in patient's home; performs a variety of miscellaneous routine duties; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Provides personal care including but not limited to assisting the patient with bathing, shampooing hair, dressing, grooming, and personal hygiene; assists patient with mobility when necessary; repositions patient confined to bed; massages patient and applies preparations and treatments; administers oral medication as prescribed; transports patient to hospital and/or scheduled appointments, grocery shopping, laundry, etc.

Performs a variety of homemakers services such as preparing meals for and feeding patient, changing bed linens, cleaning patient's home, washing and drying dishes, washing and ironing patient's laundry, and mending clothing when necessary; performs a variety of miscellaneous duties as required, such as chopping firewood and hauling water and coal.

Performs case management activities and intake of applications; maintains social summaries and narratives; conducts follow-up on referrals and high risk patients; makes referrals to available resources; plans and schedules services to be provided to patients; screens patients for re-certification; makes home visits with supervisor; provides basic information on proper nutrition, personal hygiene, consumer education, etc.; prepares required reports; attends meetings, training, and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of first aid, CPR, and other basic emergency medical care techniques and methods.

Knowledge of case management techniques,

Knowledge of nutritional and preparation of foods.

Skill in performing homemaker and home health aid assignments.

Skill in communicating with elderly people.

Skill in assisting elderly and infirm people to attempt to remain self-sufficient.

Skill in accurately completing forms.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light to moderate manual labor in the provision of home health services.

MINIMUM QUALIFICATIONS: A high school diploma or GED.

SPECIAL REQUIREMENTS: Must possess a valid state driver's license, a Navajo Nation Vehicle Operator's Permit and a valid Cardiopulmonary Resuscitation (CPR) certificate.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.