***"Personal and Home Care Aide"***

**Basic Job Description**

Assist elderly or disabled adults with daily living activities in a family care facility. Duties performed at a family care facility may include house cleaning (making beds, doing laundry, washing dishes) and preparing meals. May also provide supervised activities, advise families, the elderly, and disabled on such things as nutrition and cleanliness.

***Job Duties and Tasks***

1. Perform health-care related tasks, such as monitoring medication.
2. Administer personal hygiene assistance.
3. Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
4. Perform housekeeping duties, such as cooking, cleaning, washing clothes and dishes, and running errands.
5. Instruct and advise clients on issues such as household cleanliness and nutrition.

***Skills Needed***

1. **Social Perceptiveness** -- Being aware of others' reactions and understanding why they react as they do.
2. **Active Listening** -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
3. **Coordination** -- Adjusting actions in relation to others' actions.
4. **Service Orientation** -- Actively looking for ways to help people.
5. **Time Management** -- Managing one's own time and the time of others.
6. **Speaking** -- Talking to others to convey information effectively.
7. **Reading Comprehension** -- Understanding written sentences and paragraphs in work related documents.
8. **Writing** -- Communicating effectively in writing as appropriate for the needs of the audience.
9. **Persuasion** -- Persuading others to change their minds or behavior.
10. **Instructing** -- Teaching others how to do something.
11. **Equipment Selection** -- Determining the kind of tools and equipment needed to do a job.

***Abilities Needed***

1. **Oral Comprehension** -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. **Problem Sensitivity** -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
3. **Speech Clarity** -- The ability to speak clearly so others can understand you.
4. **Oral Expression** -- The ability to communicate information and ideas in speaking so others will understand.
5. **Speech Recognition** -- The ability to identify and understand the speech of another person.
6. **Deductive Reasoning** -- The ability to apply general rules to specific problems to produce answers that make sense.
7. **Written Expression** -- The ability to communicate information and ideas in writing so others will understand.
8. **Written Comprehension** -- The ability to read and understand information and ideas presented in writing.
9. **Information Ordering** -- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations.)

***Knowledge, Experience, Education Required***

1. **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
2. **English Language** -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. **CPR** – Training certificate must be obtained before being placed in a family care facility.
4. **First Aide –** Training certificate must be obtained before being placed in a family care facility.
5. **TB Test –** Must be obtained within 30 days of employment.
6. **High School Diploma-**Applicants must supply a High School Diploma or GED prior to placement.