


**Trinity At Home
Lutheran Services Carolinas
Job Description**

Job Title: Home Care CNA
Supervisor (title): Home Care Agency Supervisor
Department: Community Based Services
Prepared by: B. Welch  **Date:** 11/5/2014

Position Purpose/Summary

The Home Care CNA, under the supervision of the agency supervisor, is responsible for performing services for agency clients in clients' homes according to the client's plan of care.

Essential Functions

1. Safeguard all clients' rights.
2. Treat all individuals with dignity and respect; maintain positive attitude and pleasant tone of voice.
3. Maintain confidentiality of clients, families, and company-related information. Has access to PHI on a need-to-know basis.
4. Demonstrate a caring attitude and genuine interest in people.
5. Assist agency supervisor as requested in formulation and implementation of care plans.
6. Complete assigned duties for clients according to plan of care including, but not limited to:
 - a. Assist with bathing, dressing, grooming, toileting, personal hygiene, transfers, eating, and self-monitoring of medications.
 - b. Transport/escort clients (accompany, provide, or arrange transportation to places outside of the residence).
 - c. Meal planning and preparation; practice safe food-handling and storage.
 - d. Housekeeping (i.e., cleaning, doing laundry, changing linens, washing dishes, disposing of trash)
 - e. Socialization (i.e., converse with and learn about clients' interests, preferences, talents, and skills through personal interaction).
7. Assist agency supervisor in monitoring client status; report concerns immediately.
8. Monitor supplies; report needs to agency office assistant.
9. Maintain positive relationship with clients, families, co-workers, and referral sources.
10. Participate in staff training and in-service education as directed.
11. Document services delivered as specified by agency policy.
12. Practice and uphold the mission and vision of the agency.
13. Follow agency dress code, including the use of name badge at all times when on duty.
14. Other duties as assigned.

Supervisory Responsibilities: None

Qualifications (Minimum Job Requirements):

Education: High school diploma or equivalent

Experience: A minimum of six (6) months working as a CNA with aging adults, disabled adults, or people with dementia.

Specific skills/abilities:

1. Demonstrate proficiency by completing CNA skills checklist.
2. Valid North Carolina driver's license.
3. Reliable transportation.
4. Good written and oral communication skills

Specialized knowledge, licenses, etc.:

1. Listed on the DHSR Nurse Aide Registry with no substantiated findings.

Preferences:

1. Experience working for a home care agency.

Working Conditions/Physical Requirements:

1. Ambulatory throughout all areas of the agency and clients' homes.
2. Proven ability to stoop, bend, reach, twist, lift up to 50 pounds, and carry up to 20 pounds.
3. Ability to assist in the transferring, lifting, and repositioning of an individual weighing between 100 and 200 pounds.

This job description is not an employment contract. Trinity At Home reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.