



## **Home Care Assistant Job Description**

**LAMOUR Community Health Institute and LBD Counseling and Consulting Clinic** was developed to provide an essential link between the community, the health care and human services system. Our counselors and staff are multicultural providers that speak and understand the cultural needs of the community. Our specialty is using a blend of Dialectical behavior therapy (DBT) integrated into our behavioral health program services that meet the needs of children, adolescents, families and adults.

We are a Multi Services Community Based Agency that is committed to advocating and providing community based, culturally-competent, and comprehensive programming services. We have a responsibility to the communities we serve and to the staff we employ to help them develop their potential.

### **LOCATION:**

Serving Randolph, Boston & Southeast surrounding cities; main office Randolph, MA 02368

### **JOB SUMMARY:**

Responsible for caring and providing chore and championship for elderly, disabled, mentally ill, or injured patients in a healthcare setting. Performs direct care duties, including bathing, feeding, dressing, and ambulating. This is performed in accordance with physician and other behavioral health staff orders and plan of care under the direction and supervision of nursing staff.

### **QUALIFICATIONS:**

Must be at least 18 years of age, compassionate, mature, sympathetic and professional at all times. Preferably a High School Education or equivalent, valid driver's license in good standing, proof of vehicle and professional liability insurance.

The candidate must successfully complete any/all required pre-employment evaluation test(s) per policy. A health examination must be successfully completed prior to assignment to verify that he/she is free from communicable disease and physically capable of performing assigned duties.

1. Two (2) years experience, preferred.
2. Acceptance of philosophy and goals of the Agency.

### **RESPONSIBILITIES:**

1. Provide hands-on care to patients in a variety of participates home settings.
2. Perform routine tasks chores, run errands, and often provide friendship for their clients.
3. Assistance or supervision of the person in the home or community
4. Ability to read, write, understand and carry out directions.
3. Develop relationships with the individuals support that are respectful, based on mutual trust, and that maintains professional boundaries.
4. Address challenging behaviors proactively and respectfully and follow any behavior management plans in effect for specific individuals.



5. Take patient's temperature, pulse, and respiration rate.
6. Answer calls for help and determine if additional help is needed.
7. Prepare and serve meals.
8. Feed patient and mash up food if necessary.
9. Make beds and perform light housekeeping duties in patient's room.
10. Take patient on walks.
11. Provide skin care.
12. Observe patients' physical, mental, and emotional conditions.
13. Report abnormal changes or patterns to nursing staff.
14. Develop nurturing relationships with patient.
15. Appearance is always within Agency standards; is clean and well groomed.
16. Demonstrates effective time management skills through daily documentation and infrequent overtime for routine assignments.
17. Maintains clean and neat work environment.
18. Demonstrates sound judgment, critical thinking and decision making.
19. Performs other duties as assigned.
20. Assist/supervise meal preparation, housekeeping and lawn care.
21. Complete items/tasks listed on housekeeping and or internal safety checklist unless item is listed specifically within consumer's goals to complete with one-on-one staff for that day.
22. Supervision and support of the individual.
23. Document any extreme or unusual behavior problems and report supervisor.
24. Assist in planning home and community opportunities for consumers.
25. Assist in development of personal/social skills.
26. Assist in taking consumer(s) to appointments.
27. Be a team member and provide input, planning and training ideas to your supervisor.
28. Communicate to staff information relating to care and well being of the residents.
29. Daily documentation as required.
30. Adult companion shall attend in-service training and/or retraining requirements as scheduled

**KEY SKILLS & BEHAVIOR:**

- Strong analytical skills and interpersonal skills willing to work directly with patients and clients
- Ability to communicate effectively within a variety of situations and diverse populations
- Ability to work independently and as part of a team
- Excellent time management skills

**SALARY & BENEFITS:**

- Contracted \$10-15 per hour
- Must have flexible schedule 8:00am to 7:30pm as some evenings and weekends

**TO APPLY:**

Email cover letter and resume to [HR@lamourgroup.org](mailto:HR@lamourgroup.org)

Please see our website at <http://lamourgroup.org/>