

Generations Day Care Aide

GRADE: 2

REPORTS TO: Director Day Care/PACE Center

POSITION REQUIREMENTS:

1. Must be a Certified Nursing Assistant, licensed with the Virginia Board of Nursing and be in good standing.
2. Minimum of one year's experience working with a frail or elderly population.
3. Compliance with any State or Federal requirements for direct patient care staff in their respective settings.
4. Valid driver's license.
5. Pass a criminal background check and drug screen.
6. First Aid and CPR certification.
7. Medically cleared of communicable diseases and up-to-date with immunizations.
8. Preference will be given to those certified nursing assistants who have had experience working with older adults.

SUMMARY: PACE services are long-term care and support services which are necessary in order to enable individuals to remain in the home as opposed to nursing home placement. The Generations Day Care Aide will provide all necessary services as authorized by the PACE Interdisciplinary Team (IDT). The approved plan of care will be designed to prevent hospitalizations and institutional care. PACE Aides may be assigned to the PACE Center (s) or to the In-Home Service Program. Other assignments may be made based on the PACE participant's individual needs.

Use of therapeutic interpersonal skills in all contacts in the work setting is required. Duties may include, but are not limited to: providing nursing assistance to patients while meeting their personal- hygiene needs including bathing, oral hygiene, grooming, etc. Other tasks will include feeding, lifting, turning, and positioning; assisting the physician, nurse practitioner, and professional nurse in patient examinations; assisting with provisions for emotional and physical comfort and direction according to individual patient care plans, including patient teaching and encompassing cultural and emotional needs; and, other personal care duties as assigned. Specifically, PACE services mean providing assistance with personal hygiene, nutritional support and environmental maintenance necessary for clients to remain in their home. Problems encountered range from routine to complex in nature; significant public contact is required and position requires independent decision-making and action.

DUTIES AND RESPONSIBILITIES:

1. Assists with oral hygiene, grooming, bathing, dressing and undressing
2. Provides routine skin and wound care that does not require sterile techniques
3. Assists PACE participant with toileting, transferring, and ambulation. This may involve lifting 40 pounds or more at a time.
4. Assists individual with nutritional needs such as prompting, cutting food, and feeding, following recommendations of the PACE dietician and IDT
5. May prompt for medications as approved by the IDT and based on the Generations Day Care Aide assignment (center & in home)
6. Record and monitor participant's vital signs as authorized by the IDT
7. Will provide assistance with individual activities of daily living (IADL) including light housekeeping duties as authorized by the IDT

8. When authorized by the IDT, the Aide may accompany the participant to essential medical appointments.
9. Provide supervision, or respite, for PACE participants who require the physical presence of an aide to insure their safety during times when no other support system is available
10. Administers physician-ordered bowel and bladder programs under special training and supervision
11. Administers range of motion exercises as instructed by the RN Supervisor and/or the physical and occupational therapist
12. The Aide must adhere to HIPAA regulations and maintain strict confidentiality concerning all information pertaining to participants and program operations.
13. The Aide must attend a minimum of twelve (12) hours of training annually as required in addition to CPR training.
14. The Aide will perform other duties as assigned by the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must meet Generations Day Care Aide requirements
2. Must be physically able to perform duties
3. Ability to follow oral or written instructions
4. Must possess good interpersonal skills and have the ability to deal courteously and effectively with participants
5. Must be able to provide reliable transportation to and from work assignments
6. Must be able to lift 40 lbs. or more unassisted
7. Must have telephone accessibility and willing to work flexible hours
8. Must demonstrate and maintain good work ethics
9. Must adhere to all HIPAA requirements and maintain strict confidentiality

REVIEWED AND ACCEPTED:

I have reviewed and fully understand the job description presented above.

Employee Signature/Date