

Universal Aide**GENERAL SUMMARY**

Primary functions of the job is to perform individual in-home personal care for clients and provide homemaking assistance to clients of the Commission on Aging, such as laundry, vacuuming, cleaning, dusting, and related items. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

The work schedule may be irregular depending on need and number of clients requesting service. It will also require travel by the employee in the employee's own vehicle or other means of transportation.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Performs a variety of personal care and tasks for clients.
- Bathes clients (complete, partial, shower, tub or bed bathing).
- Performs basic vital sign checks.
- Provides oral, skin, and hair care.
- Assists patient with range of motion activities.
- Assesses any changes in environment or physical condition and reports variances to supervisor.
- Cares, cleans, and empties urinals, bedpans.
- Assists with application and emptying of urinary drainage or ostomy appliance.
- Changes bed linens if needed.
- Provides respite care, relieves primary care giver, including performing duties such as accompanying and interacting with client
- Assists clients with additional household tasks as requested, which may include preparing meals, retrieving newspapers, emptying trash, and other related activities.
- Performs a variety of home cleaning and homemaking assistance such as the following.
 - Dusts, vacuums, sweeps and mops floors.
 - Makes beds and shakes small rugs.
 - Washes dishes, cleans and disinfects kitchen counters, sinks, bathtubs and toilets
 - Cleans refrigerator, stove and cupboards
 - Washes, dries, folds, and puts away laundry.
 - Washes walls and inside windows.
- Reports all potentially harmful or unusual situations to a supervisor.
- Prepares and maintains accurate records of client services and related information, in the home and in the electronic medical record.
- Performs as a mandated reporter when appropriate.
- Participates in staff meetings, training sessions, and/or other related meetings

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from High School or G.E.D.
- One to two years of related experience working with senior citizens.
- House cleaning experience required

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- CPR and First Aid certification

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Manual labor for job tasks is required and includes regular contacts with senior citizens, customers of the Commission on Aging, and co-workers to obtain and/or provide information. Employees receive moderate supervision and work involves carrying out duties according to standard practice or general instructions without continuous and direct oversight. Supervision consists of general instructions in new assignments with advice and assistance normally available. Errors could cause serious consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction and may require intervention from a higher-level manager and could affect others outside of a department.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to risk of electrical shock, fumes or airborne particles.

- May be exposed to risk of infectious diseases.
- May occasionally be required to lift/move up to 100 pounds.
- May occasionally be required to transfer 200 pounds (such as transferring clients).

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Interpersonal skills necessary to work courteously and effectively with other employees and clients.
- Sensitivity to the needs of older adults.
- Ability and commitment to learn skills and principles of nursing necessary to carry out assigned functions and responsibilities.
- Interpersonal skills necessary to work courteously and effectively with other employees and the public.
- Ability to operate homemaker aide equipment (such as vacuum cleaners and washing machines) safely and in the manner for which they were designed.
- Ability to perform manual labor tasks.
- Ability to work independently.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to use County resources effectively and efficiently.
- Ability to follow COA policies and procedures.
- Ability to comply with Grand Traverse County policies and procedures regarding County Employee professional conduct and behavior.
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently