

## **Supportive Home Care Specialist**

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**Position:** Supportive Home Care Specialist

**Reports To:** Supportive Home Care Coordinator (SHCC)

**Objective:** This position exists to provide assistance, training and support to consumers living in the community.

### **Essential Functions**

1. Be at least 18 years of age
2. An acceptable Background Character Verification
3. Valid drivers license and acceptable driving record
4. Be able to lift up to 50 lbs. Must be able to twist, turn, squat, bend, reach, pull, push from high/low position, raise arms above shoulder, walk, sit (chair and floor), climb stairs, use hands and fingers
5. Communicate English at basic level
6. Basic reading/writing skills

### **Working Conditions/Environment**

Hours are dependent upon consumer need and may vary from week to week in order to meet these changing needs. The position may require travel to numerous locations/operations and may involve the transportation of consumers. May be required to meet additional consumer specific standards.

### **Position Responsibilities/Essential Position Functions**

The performance of the following position responsibilities shall be dictated by consumer need.

#### **PROGRAMMATIC**

1. Assist consumer with in home needs, goals.
2. Attend consumer meetings as requested
3. Make recommendations for enhancement of consumer lifestyle
4. Be an advocate for the consumer
5. Maintain consumer confidentiality

#### **ENVIRONMENTAL**

1. As specified on consumer task sheet, maintain safe/clean living environment, which may include: cooking, household cleaning, laundry, dishes, shoveling (salting/sanding), mopping, sweeping, vacuuming, washing windows, dusting, changing bedding, and cleaning the refrigerator.
2. Perform other duties as assigned.
3. Report safety risks to office immediately

#### **FISCAL**

1. Assist consumers with purchasing/spending needs as allowed by specific consumer programming with SHCC approval.

## **ADMINISTRATIVE/SUPERVISORY**

1. Complete and submit appropriate supportive documentation
2. Provide oversight and reporting to SHCC.
3. Submit payroll timekeeping by designated due dates
4. Comply with all of Aurora's Policies/Procedures
5. Comply with SHCC directives

## **TRAINING/DEVELOPMENT/PERSONNEL**

1. Complete all agency sponsored training by designated due dates
2. Provide On-Site training to new employees
3. Communicate additional training needs to SHCC

## **HEALTH/SAFETY/MAPC**

1. Attend consumer appointments as requested and communicate changes
2. Report all safety hazards to SHCC/On call
3. Must use available adaptive equipment which may include: tie downs, wheel chairs, mechanical lifts, shower chairs, hospital beds, and gait belts, other
4. Use correct body mechanics for all lifting, transferring, and repositioning

## **Emergency Procedures**

1. Knowledge of/compliance with all emergency procedures including appropriate use of on-call system and accident/illness procedures.
2. Communicate to SHCC/on-call staff immediately the use of any emergency procedures including contact with emergency medical, fire, and law enforcement agency.

## **Personal Assistance**

1. Assist the individuals served with personal care ONLY if within consumers program, including: showering, eating/feeding, transfers/repositioning, wheelchair transport, bathroom assistance, seizure care, lifting, changing incontinence products, brushing teeth/denture care, combing/styling hair, dressing/undressing, applying makeup, shaving, hand washing, range of motion, walking assistance, and tube feeding.

## **COMMUNICATION**

1. Complete daily/weekly documentation
2. Utilize SHCC as a program resource
3. Ensure all communication required for quality and continuity of consumer care and growth
4. Maintain professional communication with all consumers and team members