

# **INDEPENDENT LIVING RESOURCES, INC.**

## **Job Description: Supportive Home Care Worker**

### **JOB TITLE**

## **Supportive Home Care Worker**

### **JOB SUMMARY**

The Supportive Home Care Worker provides assistance to individuals living in their own homes, with the goal of maximizing their independence for as long as possible. Performs simple tasks for client safety and comfort including errands, housecleaning, meal preparation, laundry and doing dishes.

### **QUALIFICATIONS**

- High School diploma or equivalent
- Demonstrated personal responsibility and honesty in respecting consumer's personal property and privacy
- Experience working with the elderly or people with disabilities in a home setting
- Provides own transportation to work with consumers. If driving for work purposes, must possess valid driver's license and proof of insurance
- Knowledge, skills and ability to perform essential Supportive Home Care Provider duties
- Good communication skills and ability to relate well to others
- Familiar with philosophy and concept of Independent Living
- Ability to understand and carry out consumer's instructions
- Demonstrate dependability, honesty, and confidentiality
- Personal phone line or other reliable means of communication

### **ESSENTIAL FUNCTIONS OF THE JOB**

- 1) Demonstrate IL Philosophy in daily work action
  - a) Serve as an advocate for the rights of people with disabilities
  - b) Disseminate knowledge of IL philosophy to consumers and the community at large
  - c) Protect consumer and agency information by adhering to confidentiality standards
- 2) Provide Skills Training Services
  - a) Provide skills training in areas of daily living as directed by care plan
  - b) Encourages consumer's independent living skills development
- 3) Assists with homemaking chores including meal planning/preparation, shopping, laundry, dishes, cleaning, companionship, and transportation/escort
- 4) Provides quality cares as directed by care plan
- 5) Maintains all written records and submits them on time
- 6) Complete in a thorough, accurate and timely manner all timesheets and other documentation
- 7) Keep consumer information confidential
- 8) Participation in mandatory training and staff meetings

### **PHYSICAL/MENTAL REQUIREMENTS**

1. Lifting, carrying objects such as cleaning supplies, linens, dishes, laundry baskets, etc. ranging from 5 to 50 pounds without assistance
2. Simple manipulative skills are required to consistently manipulate small appliances such as vacuums, electric brooms, can openers, etc.
3. Ability to concentrate on moderate detail with some interruption
4. Reaching overhead to remove and replace dishes, linens, etc.
5. A sense of balance is required to safely assist consumers with walkers and canes in ambulation
6. Ability to wear gloves and other protective coverings
7. Ability to follow instructions and specific ideas behind actions
8. Must be able to bend, stoop, climb stairs and stand for long periods of time

Independent Living Resources, Inc. is an Equal opportunity / Affirmative Action Employer.