

ANNE GRADY CORPORATION

JOB CLASSIFICATION: Home Care Worker II (with meds)
DEPARTMENT: Community Programs
TITLE OF POSITION: Home Care Worker II (with meds)
IMMEDIATE SUPERVISOR: Home Coordinator
NORMAL WORKING HOURS: As Assigned **FLSA:** Hourly/Non-exempt

JOB DESCRIPTION AND WORKER CHARACTERISTICS

KNOWLEDGE/SKILLS/ABILITIES: 1) High school graduate or GED preferred; 2) Experience working with individuals with MR/DD preferred; 3) Ability to work independently; 4) Medication passing certificate required; 5) Acceptable driving record and ability to drive; 6) Ability to react calmly in case of emergency; 7) Knowledge of Anne Grady Corporation policies regarding Community Programs required; 8) Knowledge of Medicaid regulations required; 9) Ability to flex hours as needed; 10) Ability to be a team player; 11) Ability to lift 50 pounds; 12) Ability to push, pull, bend, stoop, and stand for extended periods of time; 13) Ability to regularly, intermittently, and spontaneously lift, transfer, and reposition individuals.

POSITION RESPONSIBILITIES

1. Provides active treatment, including implementation of skill development plans.
2. Provides services for individuals as designated by Individual Habilitation Plans.
3. Assists with housekeeping tasks, shopping, and meal preparation. Arranges and assists with recreational activities.
5. Assists individuals with personal care, medical care, and financial matters.
6. Communicates, verbally and in writing medical, programming, and maintenance concerns/problems to the Home Coordinator and to the on-coming shift.
7. Documents daily activities of individuals.
8. Attends meetings and inservices as scheduled.
9. Participates in developing Individual Habilitation Plans.
10. Promotes the ideals of active treatment, normalization, independence, and all relevant Medicaid and Licensure standards.
11. Completes required med training course and maintains certification by attending four (4) hours of inservice training annually and by following policies and procedures of administration of medications.
12. To ensure that individuals are free from abuse and neglect to the extent possible.
13. Exemplifies Corporation philosophy. Follows policies and procedures
14. To report to a supervisor immediately knowledge of any situation that may infringe on or may have infringed on an individual's right to be free from abuse and neglect.
15. Performs any other related duties that may be assigned.

Job Classification: Home Care Worker II w/Meds
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List of positions supervised. If more than eight, list totals only.

Signature of Department Director **Date**

Signature of Employee **Date**

Form Pr-105
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