

Certified Long- Term Care Aid/HCA Position

Grace Care values diversity of culture and thought and seeks talented, qualified employees in all its operations regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification. We strive to create an inclusive environment and are proud to be an Equal Employment Opportunity Employer.

At Grace Care, we are dedicated to the success of our employees by helping them achieve their goals. Our leadership team is constantly encouraging employees to advance in their career by offering leadership training, team building activities, and tuition assistance to enhance professional skills, which is available to those who stay on our team for at least 6 months. New employees who do not have their CNA license may receive financial assistance to obtain their certification. We are committed to providing an environment that encourages personal and professional growth for our employees.

Reports to: *Care Manager*

Job Summary

Provides support services, under the supervision of the appropriate professional staff, that assist the client or family in the achievement of physical and emotional comfort.

Qualifications

Certified by the state as a Certified Nurse Aid.

Must pass background check & drug screen. **Grace Care is a safety sensitive company and the new Oklahoma law regarding the use of medical marijuana does not apply to Grace Care employees.**

Therefore, the use of medical marijuana and other drugs are prohibited to Grace Care employees.

Must have current Driver's license and reliable transportation

Takes oral and written instruction well.

Works in a team responsibly and independently without direct supervision.

Good communication skills.

Knowledge and Abilities: Demonstrates knowledge and skills necessary to provide care to and communicate with primarily the geriatric population, and to a lesser degree, the adult population.

Demonstrates knowledge of the principles of growth and development over the life span.

Grace Care Core Values

We honor God. We value people. We do the right thing.

Grace Care Vision

We enhance the lives of those we serve.

Grace Care Mission

We provide peace of mind to our clients by delivering exceptional personal care services while providing an environment that encourages personal and professional growth for our employees.

Essential Functions and Accountabilities

1. Provides personal, non-medical care services, such as:
 - Activities of daily living that facilitate sanitary and safe care at home.
 - Getting client in and out of bed, transferring to chair or wheelchair, toileting, bathing (bed, tub, or shower), dressing, grooming (shaving, shampooing and combing hair, and skin and mouth care), planning and preparing meals (including special diets), feeding, light housekeeping, laundry and linen change, shopping (food or pharmacy), and accompanying the client to doctors' appointments or hospital.
2. Applies safety principles and proper body mechanics to the performance of specific techniques of personal and supportive care such as ambulation of clients, transferring clients, assisting with the normal range of motion, positioning, and household chores.
3. Observes, reports and documents any changes in client status or expectations of service and promptly reports to a supervisor.
4. Recognizes emergency situations and implements appropriate emergency procedures when indicated.
5. Demonstrates utilization of proper infection control procedures and follows agency procedures, especially regarding infection control, handling of hazardous wastes, and safety measures in all instances.
6. Accurately documents care provided and turns in mileage logs weekly.
7. Attends in-service programs according to agency policy.
8. Renders services in strict accordance with the written plan of care and in accordance with Caregiver Staff Policies, Personal Care Policy for Aids (10.1), and scope of certification per Oklahoma law and regulation.
9. Besides adequate training, the aide should have the desire to help people, be responsible, compassionate, emotionally stable, and cheerful. Aide should also be tactful, honest, and discreet while working in private homes.

Competencies

Accountability/initiative

Accepts personal responsibility for the quality and timeliness of work. Exhibits attention to detail; acknowledges and corrects mistakes. Makes no excuses or casts blame. Carries their fair share of the workload without waiting to be asked to take action. Can be counted on to complete commitments without being micromanaged.

Attendance/Punctuality/Dependability

Comes to work on time every day and is fully prepared and ready to work at beginning of work schedule and continues until work day is done. Makes appropriate arrangements when adverse weather or other problems might delay on-time arrival and conforms to work hours and schedule. Employee must verbally inform the supervisor immediately when unexpected problems cause absence, lateness, or the need to leave early.

Client Focus

Build client relationships, be aware of the need to meet or exceed client expectations, provides a "WOW" experience. Gains client trust and respect. Actively seeks client feedback on quality of service provided. Does not take issues personally and is quick to resolve client concerns while keeping professional boundaries in mind.

Communication Skills

Presents ideas clearly and effectively without offending others. Listens attentively and with objectivity; asks good questions. Communicates well verbally and in writing. Keeps supervisor and coworkers informed; ensures information and ideas are flowing in appropriate directions. Identifies and communicates any obstacles in accomplishing tasks.

Ethics and Integrity

Builds Trust. Respects and maintains confidentiality. Admits mistakes despite the potential for negative consequences. Always defines and practices moral and ethical behavior. Avoids situations and associations that could be considered inappropriate. Honest and transparent in all dealings. Upholds and models our core values; acts in such a way as to be the person others admire.

Job Knowledge and Continuous Improvement

Strives to be an expert in their job and serves as a resource to others to help solve problems and improve performance. Actively seeks new skills and input from others. Views constructive criticism and negative experiences as learning opportunities. Open to suggestions and new ideas.

Managing Change

Adapts easily to changing conditions and work responsibilities. Supports the evolution of the company and those around you. Able to acknowledge and work comfortably with people of differing styles, temperaments, and preferences. Bounces back quickly from setbacks and frustrations.

Professional Presence

Dresses appropriately for the position and role. Presents a well-groomed, clean and neat appearance. Appearance does not call undue or inappropriate attention to self. Appearance represents Grace Care well.

Results Focused

Sets high goals and strives to achieve them. Seeks performance feedback and uses it to improve self. Stays on task in spite of distractions and interruptions. Demonstrates persistence; meets deadlines. Exhibits initiative. Has strong sense of urgency about solving problems and getting the job done correctly.

Team Focus

Is aware of how their job affects coworkers and the morale and heartbeat of the team. Maintains an upbeat, positive attitude. Fulfills commitments to other team members. Puts team success ahead of individual success. Balances team and individual responsibilities. Does not accept credit for others work. Refrains from listening to gossip or passing on gossip.

Work Environment

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Functions

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

PHYSICAL DEMANDS	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit			X	
Stand			X	
Walk			X	
Bend/Stoop			X	
Squat			X	
Crawl		X		
Climb		X		
Reach Above Shoulder Level		X		
Kneel			X	
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 Lbs.		X		
Maximum 35 Lbs.		X		
Maximum over 35 Lbs.	X			
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand			X	
Use Both Hands				X

Environmental Conditions	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside			X	
Outside		X		
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		

Hazards, Exposure	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics	X			

I have reviewed and understand the requirements of the job description.

Signature

Date

Do you see any reason why you would be unable to perform the duties and accountabilities of this position?

____ No

____ Yes

If yes, please explain:

Signature

Date

Grace Care employees take pride in providing our clients information that is timely, accurate, unbiased and trusted. We have the highest respect for the clients we serve and define our success in terms of their success. Our work environment is innovative,



entrepreneurial, and dynamic. Our environment is one that is challenging while supportive. We give employees the opportunity to develop their skills and do their best work.