

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Home Aide

Class Code: 51502

Pay Grade: GD

A. Purpose:

Teaches and/or assists elderly and/or disabled persons to perform basic skills related to homemaking, personal hygiene, and health to enable to remain at home.

B. Distinguishing Feature:

The Home Aide assists frail, elderly, or disabled clients. Incumbents carry out the instructions outlined in a case service plan developed by an Adult Services and Aging Specialist to provide services to clients in their homes.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Provides and/or assists with basic personal hygiene such as bathing, providing hair care and oral hygiene, shaving, and dressing elderly and/or disabled clients to ensure clients' comfort and wellbeing.
2. Provides routine health care to elderly and/or disabled clients to ensure clients remain healthy and receive necessary medical assistance.
 - a. Reminds clients to take their medication.
 - a. Assists with activities incidental to a medical need.
 - b. Observes clients' physical and emotional symptoms and reports any unusual observations to the supervisor.
 - c. Shops for groceries and prepares meals for clients.
3. Performs light housekeeping tasks such as vacuuming and floor care, cleaning stoves and refrigerators, laundry, dusting, making beds, and washing dishes for clients to ensure their living space is clean and safe.
4. Prepares visit reports on services provided and observations to ensure situations are properly documented and recorded in clients' files for the social worker's use.
5. Performs other work as assigned.

D. Reporting Relationships:

The incumbent does not supervise or direct the work of other employees.

E. Challenges and Problems:

Challenges facing the incumbent include working with a variety of personality types, dealing with clients who may be accustomed to performing tasks in a certain way and want the aide to do the same, and clients who are confined to their home.

F. Decision-making Authority:

Decisions include determining housekeeping techniques; incidents or medical conditions to report to the supervisor, when a client needs medical attention, documenting client activities, and which medical conditions constitute an emergency.

Decisions referred include handling crisis situations, frequency of client contacts, the content of and any changes to the case service plan, all legal action to be taken, and any serious medical determinations.

G. Contact with Others:

Daily contact with clients to provide in-home services; and weekly contact with the supervisor and specialists to report on clients' conditions, discuss cases, and receive work assignments.

H. Working Conditions:

Most of the work takes the incumbent into the clients' home necessitating travel in adverse weather and on icy roads. The incumbent may be exposed to contagious diseases, parasites, and unsanitary conditions; and must assist with bathing clients and transferring them from a chair to a bed.

I. Knowledge, Skills and Abilities:

Knowledge of:

- housekeeping.

Skill to:

- work with elderly and disabled clients who are economically and socially in need.

Ability to:

- work with disadvantaged individuals and families in the provision of services;
- communicate information clearly and concisely to answer questions and gather and exchange information with elderly and/or disabled individuals;
- prepare clear and concise reports;
- keep accurate records of client services provided;
- perform assigned tasks quickly and accurately from instructions;
- establish and maintain effective working relationships;
- work with a variety of individuals in difficult circumstances;
- schedule a variety of daily tasks;
- recognize client needs and abilities;
- establish goals based on client living standard choices;
- empathize with and motivate clients;
- handle crises independently.