

Integrity, Inc.

Personal Care Job Description

Supervisor: R.N.

Qualifications: Ability to read and write English

Have at least one (1) year experience in institutional setting (home health, hospital, hospice, or long term care facility)

Have a certificate issued by the State of Arkansas for working in a long-term facility.

Have completed a 40 hour aide training course.

Must have transportation.

Must have a Smart Phone.

Responsibilities:

To follow the assessment/assignment as designed for each consumer served.

Services Are:

Bathing	Nutrition
Grooming	Menu Planning
Toileting	Meal Preparation
Hair Care	Eating/Feeding
House Cleaning	Grocery/Personal Shopping
Laundry	Mobility/Transferring
Supervision	Socialization

- Document all services rendered with the necessary information as required by Medicaid and Integrity, Inc. guidelines.
- Report information/concerns regarding the consumer and their progress/needs to the Supervisor. Notify the Supervisor when a consumer needs medical attention.
- If the Supervisor is not available, exchange information with other Integrity, Inc. office staff.
- When dealing with parents, family members, and people in the community, always dress appropriately, be polite and accommodating.
- Other duties as assigned.

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- Maintain compliance with HIPPA requirements at all times, insuring confidentiality of all personal health information of the consumer. This includes guarded conversations regarding the consumer as well as protecting all documentation from unauthorized access.
- All personal care must be done in the consumer's home.
- I am aware that committing Medicaid fraud can result in termination, fines and possible jail term. Fraud can include entering hours work that were not worked or time worked with consumers while in the hospital (unless approved by DDS waiver staff).

Staff Signature

Date

Staff Print Name

R.N. Signature

Date

Integrity, Inc.

Supportive Living/Community Integration Job Description

Minimum Qualification: Ability to Read and Write
Valid driver's license and automobile liability insurance
Pass State criminal background investigation
Prior experience preferred but not required
Must Have transportation
Must have a Smart Phone

Responsibilities: Provide needed services for persons with physical and mental disabilities both in the home and community as determined by the client's individualized care plan.

Specific Duties:

- Communicate directly with individual's waiver direct care supervisor regarding client's specific goals.
- Daily documentation of specific activities the client engaged in and the degree the goal was achieved for each activity into the case notes for that day.
- Communicate with client in an appropriate and respectful manner at all times.
- Encourage client to engage in appropriate behavior by following guidelines outlined in their individual behavior plan.
- Provide one-on-one services to client at all times.
- Assure that client's ADLs are met as determined by individual needs and as outlined in the ISP.
- Transport client into the community for social integration, recreation or to assist with other related activities.
- Assist client in choosing goal related activities as appropriate for individual needs and level of functioning.
- Monitor client's activities at all times.
- Communicate immediately with direct care supervisor any concerns regarding client's well being.
- Notify direct care supervisor in advance of any need for schedule changes or if you are unable to keep assigned work schedule.
- Submit case notes to Integrity, Inc., office NO LATER than 8:00 AM every Monday.
- Complete case notes and time card legibly and completely with all requested information including appropriate signatures on both forms.
- Complete all necessary training as directed by Integrity, Inc. agency policy.
- Participate in any additional training relating to client's specific needs as identified by administrative staff of the agency.
- Provide agency with necessary information to maintain personnel file according to agency policy.

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My signature below signifies that I have read and have received a copy of this job description. It also signifies that I understand the duties expected of me within this job description and that I am willing to comply with these expectations.

Employee Signature

Date

Print Name

Direct Care Supervisor Signature

Date