



Generations Home Care Group

JOB DESCRIPTION - Para-Professionals (PARA-PRO) (Ref. Policy & Procedure Manual 8.17M.30)

JOB SUMMARY - A paraprofessional is a person who is specifically trained, competent and performs assigned functions of personal care to the patient in their residence under the direction, instruction and supervision of the registered nurse (RN). Para-Professionals include Patient Care Technicians, Certified Educated Nurse Assistants, Medical Assistants, Certified Medical Assistants and Certified Home Health Aides.

QUALIFICATIONS:

1. Must meet Para-Professionals training and competency requirements (30-75 hours of training and/or Certification as Para-Professionals per individual classification).
2. Have a sympathetic attitude toward the care of the sick and elderly.
3. Ability to carry out directions, read and write.
4. Maturity and ability to deal effectively with the demands of the job.
5. Understands the scope of their function in relationship to their training.

RESPONSIBILITIES:

1. Understands and adheres to established Agency policies and procedures.
2. Performs personal care and bathing, and assists with ADL's as ordered.
3. Completes appropriate visit records in a timely manner as per Agency policy.
4. Reports changes in the patient's condition and needs to the RN.
5. Performs household services essential to health care in the home as assigned.
6. Ambulates and exercises the patient as assigned.
7. Performs simple procedures as an extension of the therapy services, e.g., range of motion (ROM) exercises as assigned.
8. Assists with medications that are ordinarily self-administered as assigned.
9. Attends inservice and continuing education programs as scheduled and necessary.
10. Attends patient care conferences as scheduled.

WORKING ENVIRONMENT - Works indoors in Agency office and patient homes and travels to/from patient homes.

JOB RELATIONSHIPS:

1. Supervised by: Director of Nursing, Nursing Supervisor, RNs, PTs, OTs, SLPs

RISK EXPOSURE - High risk

LIFTING REQUIREMENTS - Ability to perform the following tasks if necessary:

- Ability to participate in physical activity.
- Ability to work for extended period of time while standing and being involved in physical activity.
- Heavy lifting.
- Ability to do extensive bending, lifting and standing on a regular basis.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a Para-Professional, I will perform these duties to the best of my knowledge and ability.

Specific Classification: _____ Training for Specific Classification: _____

Date

Signature