



JOB DESCRIPTION

TITLE:	AIDS CM Attendant/Homemaker
STATUS:	Full-Time/40 Hr. work week/Non-Exempt
PROGRAM/DEPARTMENT:	AIDS Case Management/Home care
IMMEDIATE SUPERVISOR:	Program Manager

SUMMARY OF POSITION RESPONSIBILITIES:

Under the supervision of the Program Manager, provides home care services which include sweeping, vacuuming, and mopping floors, washing kitchen counters and sinks, cleaning the oven and stove, cleaning and defrosting the refrigerator, cleaning the bathroom, taking out garbage, dusting and picking up, changing bed linen, meal clean-up, laundry, ironing, folding and putting away laundry, shopping and errands, storing food and supplies, accompanying clients to medical appointments, and other services necessary to allow individuals living with HIV/AIDS to live independently.

DUTIES:

- Monitoring and recording client general functioning conditions by observing physical and mental condition, intake and output, and activity level and providing support and personal services;
- Supports clients by providing housekeeping (including but not limited to duties listed in the summary) and other household requirements, preparing and serving meals and snacks as needed, and running errands for clients;
- Assists clients by providing personal services, such as, bathing, dressing, and grooming (if needed);
- Escort clients to appointments and/or pick up client medications, etc.
- Helps family members care for the client by teaching appropriate ways to lift, turn, and re-position the client;
- Advises on nutrition, cleanliness, and housekeeping;
- Records client information by making entries in the ARIES database and notifying nursing case manager of changing or unusual conditions;
- Maintains a safe, secure, and healthy client environment by following asepsis standards and procedures, maintaining security precautions, and following prescribed dietary requirements and nutrition standards;
- Protects the Program and Agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.

QUALIFICATIONS:

- High School Diploma or GED and Must be over 21 years old
- Minimum 1+ year(s) professional or personal experience supporting individuals with disabilities, mental illnesses, challenging behaviors, and diverse population
- Any CA nursing certification or licensure such as CNA, LVN, etc.
- CPR/FA, 1 & 2 (within 6-12 months of hire), and CPI certification
- A valid in-state driver’s license highly desired, provide current registration and insurance, and have a driving record with no more than 2 points within the last 3 years
- Ability to work without direct supervision and follow written and verbal instructions
- Knowledge of HIV disease strongly desired; and have the necessary skills to:
 - create a safe environment;
 - promote and maintain healthy options
 - verbal and non-verbal communication
 - maintain emotional control
- Available to be on call
- Must be able to lift up to 40 pounds

WORK SCHEDULE: M-F, hours varied

I have read and received a copy of the AIDS CM Attendant/Homemaker job description.

Name and Signature

Date