



Position: CCP Home Care Aide (HCA)
Availability: Immediate
Reports to: CCP Home Care Supervisor
Salary: \$15.00 an hour
Shift: Part-Time
Location: Chicago

Rincon Family Services (RFS) is a not-for-profit community organization, established in 1972 to combat the epidemic use of heroin and violence that were dismantling communities throughout Chicago. RFS is dedicated to rendering compassionate and effective programs that promote the quality of life by serving as a catalyst to advocate, educate, and empower individuals and their families.

POSITION SUMMARY: Provides health care tasks, personal hygiene services, housekeeping tasks and other related support services essential to the participant's health. Observes, records and reports all changes to supervisor. All HCA's must demonstrate competence in performing the necessary skills and only perform those skills on the plan of care.

ESSENTIAL DUTIES: Each HCA will be expected to perform the following activities:

1. Adherence to a participant's written Plan of Care, performance of duties as assigned by Homecare Supervisor, and observation, reporting and documentation of client status and of the service provided.
2. Maintenance of a clean, safe and healthy environment. Home management tasks include housekeeping, laundry, shopping and errands
3. In performance of essential shopping and running errands must provide the necessary receipts and money transaction documentation to participant and agency.
4. Prepare and serve simple modified diets according to instruction and assist with feeding as necessary
5. Personal care tasks for participants that are not medical in nature, include, shaving, hair shampooing and combing, bathing and sponge bath, shower bath or tub bath, toileting including use of bedpan, commode or toilet, dressing, nail care, respiratory services, brushing and cleaning teeth or dentures and preparation of appropriate supplies
6. Assist with positioning/transferring participant and ambulation including use of cane, walker, and wheelchair or other use of specific adaptive equipment
7. Assist self-directing participant's with medication reminders or refilling the participant's prescription at the local pharmacy as specified on plan of care
8. Provide routine skin care. May assist self-directing participant in applying nonprescription topical medications to skin surface

9. Assist self-directing participant in reminding them of their home maintenance exercise/range of motion programs
10. Maintenance and documentation of records of daily activities, observations, and direct hours of service, are submitted to Homecare Supervisor on a biweekly basis.
11. Attendance to pre-service training, ongoing in-service training sessions and staff conferences as required.

OTHER REQUIRED ABILITIES:

1. **Desire to learn new skills.**
2. **Knowledge of community and social service agencies.**
3. **Ability to maintain accurate records and necessary paperwork.**

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Mental Demands: Job involves performing tasks under the direction and supervision of a registered nurse. Work requires adherence to precise procedures and standards involving a high degree of accuracy in observing, recording and reporting data.

Physical Demands: Appreciable physical effort or strain. Moderately heavy activity. May include lifting, constant stooping and walking. Employees are responsible for informing supervisor of any invisible disability or medical restriction that limits physical capability.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Continuous exposure to various disagreeable physical conditions.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a phone or a way to communicate to the office daily
- Physical exam- must state that you are able to work with no restrictions
- High School diploma or general education diploma; or one year of employment in a comparable human service capacity, or experience in care for a dependent child or adult family member; or demonstration of continued progress towards meeting the educational requirement of a general education diploma by current registration and evidence of successful completion (C grade or better) of course work
- New employees shall receive 22 hours of initial pre-service training, including agency orientation of not more than 2 hours, prior to assignment to provide services to a CCP participant. HCA must pass competency evaluation conducted by RFS which includes all in-home services as mandated by the State's Administrative Codes.
- Thereafter the initial pre-service training, a minimum of 12 hours per calendar year of in-service training shall be mandatory for all homecare aides. Ongoing trainings include topics listed in the administrative codes with competency testing and evaluation.

- As evidenced by previous work experience, academic background, and in-service or other training, the HCA shall demonstrate a strong understanding of how to:
 - a. **Must pass a pre-employment drug screen, TB Test, and background check including fingerprinting. This includes clearance by the DHS Background Check Unit.**
 - b. **Physical ability to bend, stoop, kneel, squat, twist, reach, pull and lift heavy objects.**
 - c. **Must be able to climb stairs several times a day.**
 - d. **Work Hours are based on shifts Monday - Sunday**
 - e. **Must adhere to agency's non-discrimination policies.**
 - f. **Must have COVID-19 Vaccination record.**