

Job description for home services workers.

1. Companionship/Homemaking.

- Provides general attention to clients non-medical needs in accordance with an established Plan of Care
- Provides companionship for the client including, but not limited to: talking and listening, reading aloud, providing social and emotional support. Promotes client's mental alertness through involvement in activities of interest. Provides emotional support and promotes a sense of well-being.
- Provides for a clean, safe and healthy environment for clients. Provides light housekeeping tasks including laundering of client's garments and linens.
- May prepare and serve meals as directed. Ensures that dishes are washed and kitchen is clean after each meal.
- Assists client in completing necessary phone calls, writing, accompanies client on walks, community trips, doctor's office, bank, beauty salons, etc.
- Observes and reports any changes in the client's mental, physical or emotional condition to immediate supervisor in a timely manner.

2. Assistance with activities of daily living and personal care that include:

- **Skin Care.** A home services worker may perform general skin care assistance when skin is unbroken. The skin care provided must be preventive and not therapeutic in nature and may include the application of non-medicated lotions and solutions, or of lotions and solutions not requiring a physician prescription. Home services worker **cannot** provide skilled skin care. Skilled skin care includes: wound care, dressing changes, application of prescription medications, skilled observation and reporting.
- **Ambulation.** A home service worker may assist clients with ambulation or client who uses adaptive equipment once he or she was trained how to use the equipment by agency licensed to provide such trainings. Home services worker **cannot** train client how to use adaptive equipment for ambulation, such as walkers, canes or wheelchairs.
- **Bathing.** A home services worker may assist clients with bathing as long as no skilled skin care or skilled dressing is needed before, during or after bathing.
- **Dressing.** A home services worker may assist a client with dressing. This includes assistance with ordinary clothing and application of support stockings of the type that can be purchased without the physician's prescription. A home services worker **may not** assist with application of an Ace bandage that can be purchased only with a physician's prescription (the application of which involves wrapping a part of the client's body) or with application of a sequential compression device that can be purchased only with a physician's prescription.
- **Exercise.** A home services worker may assist a client with exercise by encouraging a normal bodily movement, as tolerated. Passive Range of Motion **may not** be performed by a home services worker.
- **Feeding.** A home services worker may provide assistance with feeding when the client can independently swallow and be positioned upright. Assistance by a home services worker **does not** include syringe, tube feedings, and intravenous nutrition. Whenever there is a high risk that the client may choke as a result of the feeding the client shall be in the care of an agency licensed as a home health or home nursing agency to fulfill this function.
- **Hair Care.** Home services worker may assist client with shampooing with non-medicated shampoo or not prescribed by physician, drying, combing and styling hair
- **Mouth Care.** A home services worker may assist in and perform mouth care. This may include denture care and basic oral hygiene, including oral suctioning for mouth care. No mouth care can be performed if client is unconscious.
- **Nail Care.** A home services worker may assist with soaking of nails, pushing back cuticles without utensils, and filing of nails. Assistance by a home services worker **may not** include nail trimming.



**Comfort
Keepers®**

a *sodexo* brand

Clients with a medical condition that might involve peripheral circulatory problems or loss of sensation shall be under the care of an agency licensed as a home health agency or home nursing agency to meet this need.

- **Positioning.** A home services worker may assist a client with positioning when the client is able to identify verbally, non-verbally or through others when the position needs to be changed, only when skilled skin care is not required in conjunction with the positioning. Positioning may include simple alignment in a bed, wheelchair, or other furniture.

- **Shaving.** A home services worker may assist a client with shaving only with an electric or a safety razor.

- **Toileting.** A home services worker may assist client to and from the bathroom; provide assistance with bed pans, urinals and commodes; provide pericare; or change clothing and pads of any kind used for the care of incontinence; empty or change external urine collection devices, such as catheter bags or suprapubic catheter bags, the insertion and removal of catheters and care of external catheters is considered skilled care and **shall not** be performed by a home services worker. A home services worker may empty ostomy bags and provide assistance with other client-directed ostomy care only when there is no need for skilled skin care or for observation or reporting to a nurse. A home services worker **shall not** perform digital stimulation, insert suppositories, or give an enema.

- **Transfers.** A home services worker may assist with transfers only when the client has sufficient balance and strength to reliably stand and pivot and assist with the transfer to some extent. Adaptive and safety equipment may be used in transfers, provided that the client is fully trained in the use of the equipment and home services worker has been trained. If client is unable to assist with transfer, the home services worker cannot help with the transfer.

- **Medication Reminder.** A home services worker may assist a client with medication reminding only when medications have been pre-selected by the client, a family member, a nurse, or a pharmacist and stored in a containers other than prescription bottles, such as medication minders. The containers shall be clearly marked as to day and time of dosage. Medication reminding includes: inquiries as to whether medication were taken, verbal prompting to take medications, handing the appropriately marked medication minder container to the client, and opening the appropriately marked medication minder container for the client if the client is physically unable to open the container. These limitations apply to all prescription and all over-the-counter medications.

The home services worker is **not allowed** to perform or provide medication setup for a client.

- **Respiratory Care.** A home services worker **shall not** provide respiratory care which includes: postural drainage, cupping, adjusting oxygen flow within established parameters, nasal, endotracheal, and tracheal suctioning, and turning off or changing tanks. However, home services worker may temporarily remove and replace a cannula or mask from the client's face for the purposes of shaving or washing a client's face and may provide oral suctioning.

3. Home services worker shall not act in the following capacities:

- Provide skilled personal care services
- Become or act as a Power of Attorney;
- Be involved in any financial transactions of the client outside of contracted services. In such cases the home services worker shall follow agency policies (all receipts for items purchased should be secured and both client and worker signatures should document those expenditures).
- Other actions prohibited by State laws or Comfort Keepers policies

Caregiver's Name

Caregiver's Signature