



## Institute on Aging

Helping Bay Area Seniors Live Independently

### **POSITION DESCRIPTION**

**POSITION TITLE:** **BILINGUAL HEALTHWORKER**

**REPORTING RESPONSIBILITY:** Program Manager

**PRIMARY RESPONSIBILITY:** Provides direct services to frail elders in the day health center or in the home.

#### **PHYSICAL REQUIREMENTS:**

- Ability to lift, transfer, push/pull, maneuver, and reposition 35 lbs.
- Ability to reach, bend and walk
- Five finger manipulation

#### **ADDITIONAL REQUIREMENTS:**

- Ability to comprehend complex written material and verbal instructions
- Ability to communicate and speak clearly in **Cantonese and English**

#### **SPECIFIC RESPONSIBILITIES:**

- As part of a health care team, provides personal care and assistance which will maintain and increase the ability of an older person to live safely at home. Tasks may include: homemaker service, assisting participants with personal care (colostomy care, bathing, peri-care, care of mouth, skin and hair) and assisting participants with eating; helping in and out of bed in the center; assistance in toileting (including use of bedpan); and assisting with ambulation. Other tasks may include participant laundry, shopping, taking vital signs and collection of urine, sputum, escorting and assisting clients to and from medical appointments.
- Provides behavioral/emotional supervision or support to participants, such as reality orientation or reminders to follow through on nursing/medical care and diet restrictions.
- Assist van drivers as needed with tiedowns or other similar duties. Assist in the delivery of meals and medications.
- Other duties may include assistance with meal preparation, including special diets and set up for meals at the center or to take home.
- Under supervision of professional staff, may be assigned to assist with special program/participant needs (i.e. recreation program, rehab/maintenance exercise program, and internal program committees).
- Responsible for keeping areas of patient care clean and safe when participants are on site.
- Regularly reports on status and progress of participants to Lead HW and Center Manager.

- Fulfills other administrative requirements of the job such as reporting, keeping statistical records, making entries in charts using computerized system, attending staff conferences and meetings as directed.
- As assigned by Program (Center) Manager, may act as the Lead Health Worker in the absence of the Lead Healthworker.
- Participates in the training and orientation of HWs, volunteers, etc.
- Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the community.
- Working for a program that provides services six days a week, is required to work a flexible schedule, including Saturday.
- Provides weekend, morning or afternoon, homecare coverage as needed.
- All other reasonably related jobs as assigned.

**EDUCATION:**

- Training and current certification as a Home Health Aide in the State of California, or equivalent experience in lieu of certificate.

**BACKGROUND & EXPERIENCE:**

- Sincere interest in working with frail elders.
- Ability to work as part of an interdisciplinary team with initiative, imagination, resourcefulness and flexibility.
- Knowledge of the community served.
- Computer literacy preferred.
- **Ability to fluently speak Spanish or Chinese languages and English is required.**
- Interest and willingness to work in a multilingual, multicultural environment.

Institute on Aging reserves the right to revise job descriptions or work hours as required.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_