



## **POSITION DESCRIPTION**

**POSITION:** **BILINGUAL HEALTHWORKER – HOMECARE  
(Cantonese & English)**

**REPORTING RESPONSIBILITY:** Homecare Manager

### **PRIMARY RESPONSIBILITY:**

Under the direction and supervision of the Homecare Manager, the Healthworker provides direct services to frail elders in their homes.

### **PHYSICAL REQUIREMENTS:**

- Ability to lift up to 75 lbs.
- Ability to reach, bend and walk
- Five finger manipulation
- Ability to comprehend complex materials
- Ability to communicate and speak clearly in English

### **SPECIFIC RESPONSIBILITIES:**

1. As part of a health care team, provides personal care and assistance in people's place of residence, which will maintain and increase the ability of an older person to live safely and comfortably in their own homes. 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 including participant laundry, shopping, taking vital signs and collection of urine, sputum, etc.
2. Escorts and assist clients to, from and at medical appointments.
3. Provides behavioral/emotional supervision or support to participants, such as reality orientation or reminders to follow through on nursing/medical care and diet restrictions.
4. Other duties may include assisting in the centers or clinics; assistance with meal preparation, including special diets and set up for meals at the center or to take home.
5. 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).
6. Responsible for keeping areas of patient care clean and safe when participants are on site or in their homes.
7. Regularly reports on status and progress of participants Homecare Manager or Scheduler.
8. Fulfills other administrative requirements of the job such as reporting, keeping statistical records, attending staff conferences and meetings as directed.

9. May participate in the training and orientation of HWs, volunteers, etc.
10. Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the community.
11. Working for a program that provides services seven days a week, is required to work a flexible schedule.
12. All other reasonably related jobs as assigned including the ability to work on some days on the weekend.

**EDUCATION:**

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

**BACKGROUND AND EXPERIENCE:**

1. Language capability : must be fluent in Cantonese and have strong spoken English
2. Sincere interest in working with frail elders.
3. Ability to work as part of an interdisciplinary team with initiative, imagination, resourcefulness and flexibility.
4. Knowledge of the community served.
5. 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: \_\_\_\_\_