



Institute on Aging

Helping Bay Area Seniors Live Independently

**Institute on Aging
On Lok / Lifeways by IOA
POSITION DESCRIPTION**

POSITION TITLE: VAN ESCORT / HEALTHWORKER

REPORTING RESPONSIBILITY: Center Manager

PRIMARY RESPONSIBILITY:

Under the direction and supervision of the Center Manager, the Van Escort provides direct services to frail elders during transportation to and from the Center, their places of residence, appointments, day outings and any other necessary trips.

PHYSICAL REQUIREMENTS:

- Ability to lift up to 150 lbs., using a two-person carry
- Must be able to lift up to 75 lbs individually
- Ability to reach, bend and walk
- Five finger manipulation
- Ability to comprehend complex materials
- Ability to communicate and speak clearly in English

ESSENTIAL JOB FUNCTIONS:

1. Functions as a Van Escort, assisting participants to and from the center, their homes or Medical Appointments.
2. May need to assist in carrying clients up or down stairs: Client weight limit: 150 lbs. using a two-people carry – may be either escorts, or an escort and a driver).
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. Works closely and as a team with the van drivers and assists, as needed, with tiedowns or other similar duties.
5. Assist in the delivery of meals and medications, coordinating this function with the center staff.
6. May escorts and assist clients to, from and at medical appointments.
7. As requested by Center Manager or Lead HW, required to help out in the center day care program and assist with providing 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 (bathing, peri-care, care of mouth, skin and hair) and assisting participants with eating; 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.

8. As requested by Center Manager or Lead HW, may be asked to assist with other duties, including meal preparation and set up for center or to take home meals.
9. Under the direction and 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).
10. Regularly reports on status and progress of participants, as well as any transportation issues to the Center Manager.
11. 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.
12. Working for a program that provides services six days a week, is required to work a flexible schedule, including Saturdays.
13. May be asked to participate in training and orienting others, such as new escorts.
14. Actively participates in and encourages actions that promote good public relations with participants, their families and friends, visitors and the community.
15. Provides weekend, a.m. or p.m. homecare coverage as needed.
16. All other reasonably related jobs as assigned.

EDUCATION:

High School Diploma or GED

BACKGROUND AND EXPERIENCE:

1. Sincere interest in working with frail elders.
2. Ability to work as part of an interdisciplinary team with initiative, imagination, resourcefulness and flexibility.
3. Knowledge of the community served.
4. Computer literacy preferred.
5. Language capability – bilingual Spanish, Russian and Chinese preferred.
6. 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 by the program.

Print Name: _____

Signature: _____

Date: _____

