



TMJ Home Care LLC

Attendant Care Aide Job Description

Purpose

A **Caregiver** assists people who are unable to complete basic tasks, such as the elderly, the mentally ill, or those with disabilities. Here are some key duties and responsibilities for a caregiver:

1. Assisting with Everyday Activities:

- Helping clients with cooking, cleaning, and errands.
- Offering companionship to patients.
- Taking clients to medical appointments and other important places.

2. Healthcare Support:

- Administering medications as prescribed.
- Taking and recording vital signs accurately.
- Providing bathing and dressing assistance.
- Communicating with medical professionals about the patient care plan.

3. Maintaining a Safe Environment:

- Keeping the house clean and doing laundry.
- Encouraging socialization and participation in community activities.
- Providing care across various settings, including group homes and day service programs.

Unallowable Activities for Home and Community-Based Assistance

1. Medical Procedures:

- Administering medications (injections, IVs, etc.).
 - Performing any invasive procedures (e.g., catheterization, wound care requiring sterile technique).
 - Providing physical therapy or other specialized therapies without proper certification.
2. **Clinical Judgement:**
- Making clinical decisions or diagnoses.
 - Changing prescribed medical treatments or care plans.
3. **High-Level Household Maintenance:**
- Performing heavy-duty cleaning tasks such as carpet cleaning or exterior window washing.
 - Undertaking major home repairs or yard work that requires specialized skills or equipment.
4. **Financial Transactions:**
- Handling or managing the client's finances, including paying bills or accessing bank accounts.
 - Making significant purchases on behalf of the client without authorization.
5. **Personal Relationships:**
- Engaging in personal relationships with clients that could lead to conflicts of interest.
 - Accepting gifts or money from clients beyond a nominal value as per agency policy.
6. **Driving:**
- Driving the client's vehicle without proper authorization and insurance coverage.
 - Providing transportation services that are not covered under the agency's policy.
7. **Unsupervised Activities:**
- Leaving the client unattended if they require supervision.
 - Allowing unauthorized individuals to provide care or assistance.
8. **Non-Essential Services:**
- Providing services or activities that are not directly related to the client's care plan.
 - Engaging in activities that fall outside the scope of the HCBA provider's training and certification.

Allowable Activities for Home and Community-Based Assistance

1. Personal Care

- Assisting with bathing, grooming, and personal hygiene
 - Providing support with dressing and undressing
 - Assisting with toileting and incontinence care
 - Helping with mobility and transfers (e.g., from bed to wheelchair)
2. **Health-Related Tasks**
- Assisting with medication reminders.
3. **Household Management**
- Performing light housekeeping tasks (e.g., sweeping, vacuuming, dusting)
 - Preparing and serving meals according to dietary needs and preferences
 - Assisting with laundry and changing bed linens
 - Washing dishes and maintaining a clean kitchen environment
4. **Companionship and Social Interaction**
- Providing companionship and engaging in meaningful conversations
 - Assisting with hobbies, recreational activities, and social events
 - Encouraging and facilitating participation in community activities
5. **Transportation Assistance**
- Providing transportation to medical appointments, grocery stores, and other errands
 - Accompanying clients on outings and community events
6. **Safety and Supervision**
- Ensuring a safe living environment by identifying and addressing hazards
 - Supervising clients to prevent falls and injuries
7. **Support with Daily Living Activities**
- Helping with meal planning and grocery shopping
 - Supporting clients in organizing and maintaining their living space
8. **Documentation and Reporting**
- Keeping accurate records of care and services provided
 - Reporting any changes in the client's condition or circumstances to the supervisor
 - Documenting incidents, unusual occurrences, and client progress

The manager will review the job description at least annually and revise it as needed.

Caregivers play a crucial role in enhancing the quality of life for those they assist.