

**Grace Home Care Provider, LLC
ADMINISTRATOR JOB DESCRIPTION**

CRITICAL JOB ELEMENTS:

The Administrator is responsible for the financial solvency, planning, and overall administration of the organization. The Administrator has full authority and responsibility for the operation of the PHCP agency. The Administrator is accountable for all activities and departmental operations.

POSITION QUALIFICATIONS:

Have at least one year experience or training in caring for seniors and or individuals with functional disabilities.

Exhibits leadership skills

GED or High School Diploma

Complete a minimum of ten clock hours per year of continuing education in subjects related to the duties of the Administrator.

Be able to read write and comprehend English/Attend orientation

Not been convicted of a felony or misdemeanor listed in the rules and regulations for the GA Dept. of Community Services, HFR. Also code 111-8-65

SUMMARY OF JOB FUNCTIONS:

Full authority and responsibility for the operation of the PHCP.

Ensures that the numbers and qualifications of personnel available to provide services are sufficient to meet the needs of the clients.

Ensures that policies and procedures meet state regulations and standards.

Implements policy and procedures.

Responds to requests and recommendations from the Board

Develops strategic and short-term plans for organizational development.

Educates community to the Agency programs by interacting with numerous individuals and groups.

Admin. Signature: _____ **Date:** _____

Grace Home Care Provider, LLC

NO HISTORY OF NON-MISCONDUCT

I _____ have never been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually assaulted. Exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.

Employee Signature

Date

Witness by:

Agency Signature

Date

**Grace Home Care Provider, LLC
ORIENTATION OVERVIEW FORM**

1. I understand I am **REQUIRED** to report client progress and problems to supervisory personnel immediately by calling the office at 912-34-6454 upon receipt of information.

Initial Here: _____ Date: _____

2. I understand, I **MUST** call **911** for ALL medical emergencies. All employees are required to adhere to the care plan and follow Georgia State's legal documents provided by the client or third party i.e. advanced directives, Do Not Resuscitate (DNR). The office/supervisor/on call supervisor should be notified after conversing with the 911 operator.

Initial Here: _____ Date: _____

3. I understand as an employee of Grace Home Care Provider, LLC, I must adhere to the policy and procedure on the handling of complaints.

Initial Here: _____ Date: _____

4. It is the employee's obligation to report known exposure to tuberculosis (TB) and hepatitis to the employer immediately after becoming aware. The employee or contractor must notify Grace Home Care Provider, LLC administrator and or Registered Nurse via phone 912-34-6454 to provide information. In addition, the reporting can be done in writing and mailed to the office at 22 Trask Cir., Hinesville, Ga 31313

Initial Here: _____ Date: _____

5. I understand and read the scope of my job duties and responsibilities. I also signed a job description identifying my duties etc.

Initial Here: _____ Date: _____

6. I understand that I am responsible for only rendering the services outlined in the service plan created for the individual client being served. In addition, I understand the scope of services offered by Grace Home Care Provider, LLC.

Initial Here: _____ Date: _____

7. I understand the types of clients serviced by Grace Home Care Provider, LLC Initial Here: _____ Date: _____

8. I understand that the clients' have rights and responsibilities and they should be adhered to at all times.

Initial Here: _____ Date: _____

9. I understand that the proper handling of complaints is extremely important and must be reported to the office immediately.

Initial Here: _____ Date: _____

10. I understand all of the company's policies and procedures outlined on the General Staff Orientation document as well as the others discussed during the same orientation. I also acknowledge my signature on each of the policies and procedures discussed.

Initial Here: _____ Date: _____

I understand, I MUST follow company policies and procedures regarding confidentiality and the clients' rights and responsibility documents. Initial Here: _____

Signature of Employee/Title

Date

Signature of Administrator

Date

**Grace Home Care Provider, LLC
EMPLOYEE EMERGENCY FORM**

Employee Name: _____ Date of Hire: _____

Print Name

Contact Person: _____

Phone: _____ Cell: _____

Relationship: _____

Address: _____

Contact Person: _____

Phone: _____ Cell: _____

Relationship: _____

Address: _____

Contact Person: _____

Phone: _____ Cell: _____

Relationship: _____

Address: _____

Grace Home Care Provider, LLC

Complaint Form

Client Name: _____ **Date Reported:** _____ **Time Reported** _____

Complainant: _____ **Telephone Number:** _____

Narrative of Complaint:

Investigative Action: (List the steps taken during the investigation and attach all relevant interview notes and statements to this form)

Investigative Findings: (Attach relevant documents or continuation sheets as necessary)

Investigative Outcome: Valid _____ Not Valid _____ Resolved _____ Reported _____

Actions taken for valid outcome: (attach relevant documents or continuation sheets as necessary)

Investigation Completed Date: _____

Complainant Notified:

Date: _____

Signature of Administrator/Manager

Time: _____

Reviewed by: _____

Grace Home Care Provider, LLC

NOTICE TO CLIENTS OF RIGHTS AND RESPONSIBILITIES

- Right to be informed about the plan for services and to be involved in the development of the plan
- Right to be informed promptly about any changes in services (before the change)
- Right to accept or refuse services.
- Right to be informed of the charges for services provided.
- Right to be informed of the contact number(s) for the supervisory personnel.
- Right to be informed of complaint procedures.
- Right to confidentiality of client information.
- Right to have property and residence treated with respect.
- Right to written notice of the contact information for the state licensing inspection.
- Right to a copy of the PHCP's most recent report from a licensure inspection.
- Responsibility of the client and/or responsible party to inform the provider of any changes in the client's condition.

Department of Community Health

Grace Home Care Provider, LLC

Healthcare Facility Regulation Division

Gaelle Massa

**2 Martin Luther King Jr Drive SE
East Tower, Atlanta, Ga30334**

22 Trask Cir.

Phone: 404-657-5850 or 404-657-5700 (Main)

Hinesville, Ga 31313

Fax: 404-463-7184

Phone: 912-343-6454

Toll Free: 800-878-6442 (Complaint)

404-657-5728 (Complaint/Local)

Licensing: 404-657-5700

Client/Client Representative: _____

Date: _____

Agency Representative: _____

Date:

Grace Home Care Provider, LLC

CLIENT SERVICES EVALUATIONS

Date: _____

Client: _____

Phone: _____

Name of person surveyed (if not client): _____

Relationship: _____

The purpose of this call is to ask you some questions about the aide who visits you from Grace Home Care Provider, LLC.

1. Your aide is scheduled to see you ____ hours and ____ days per week. Is this the schedule as you understand it Yes No. Schedule you understand is: _____
2. Does your aide come ____ days per week? Yes No; How often does she/he come _____
3. Does your aide stay ____ hours at each visit Yes No; How long does she/he stays? _____
4. If your aide does not come, does Grace Home Care Provider, LLC call you to let you know Yes No
5. Does our aide ask you to sign their time/task sheet? Yes No
6. Do you check the number of hours your aide worked before signing the time sheet? Yes No

Please rate your Caregiver:

	Excellent	Fair	Need Improvement
Dependable	_____	_____	_____
Professional	_____	_____	_____
Punctual	_____	_____	_____
Helpful	_____	_____	_____
Overall	_____	_____	_____

7. Are you satisfied with the services that you receive from Grace Home Care Provider, LLC

Yes No

8. Is there anything we can do to improve your service? _____

9. Were you informed of your rights and responsibilities? Yes No

10. Would you recommend Grace Home Care Provider, LLC to anyone looking for home care services?

Yes No

Grace Home Care Provider, LLC

RECOMMENDED POLICY/PROCEDURE CHANGE FORM

Policy Name _____

Please attach a copy of the policy you would like changed to this form.

Give brief reason the current policy/procedure is not working for you.

Briefly describe the changes you would like made.

Signature/Title _____ **Date** _____

Submit completed form to the Administrator

Administrator's response:

Policy exception granted **Yes** **No** **Policy revision date** _____

COMMENTS: _____

Administrator Signature _____ **Date** _____

**Grace Home Care Provider, LLC
Incident Form**

Client Name: _____ **Date Reported:** _____ **Time Reported** _____

Location: _____ **Individuals**
Involved: _____

Type of Accident: Client Equipment Behavior Employee Other
Place of incident: Bedroom Bathroom Kitchen Den Livingroom
 Hallway Dining room
 Driveway Stairwell Other _____

Narrative of Accident:

Investigative Action: (List the steps taken during the investigation and attach all relevant interview notes and statements to this form)

Were there any witnesses, if yes, list names and phone numbers:

Names

:

Phone Numbers:

1.

2.

3.

Investigative Findings: (Attach relevant documents or continuation sheets as necessary)

Is client, client representative satisfied with the outcome?
Yes No If no, what additional action would they prefer be taken

1 of 2

Investigative Outcome: Valid _____ Not Valid _____ Resolved _____ Reported _____

Actions taken for valid outcome: (attach relevant documents or continuation sheets as necessary)

Investigation Completed Date: _____

Client/Client's Representative Signature: _____ Relation: _____
Date: _____

Who Was Notified: Name: _____ Number: _____ Date: _____
Time: _____

Ex. Client's Physician

Signature of Administrator/Manager: _____ Title: _____

Reviewed by: _____ RN Supervisor Signature: _____
Date: _____

GHCP

**Grace Home Care Provider, LLC
Complaint Form**

Client Name: _____ **Date Reported:** _____ **Time Reported** _____

Complainant: _____ **Telephone Number:** _____

Type of Complaint: Verbal Physical Sexual Other

Narrative of complaint:

Investigative Action: (List the steps taken during the investigation and attach all relevant interview notes and statements to this form)

Would the client prefer a change in staff? Yes No If no, are there any additional changes client/client's representative would prefer? Yes

No Explain:

Investigative Findings: (Attach relevant documents or continuation sheets as necessary)

Is the client/client's representative satisfied with the outcome? Yes
 No If no, what additional action would you like to be taken?

Investigative Outcome: Valid _____ Not Valid _____ Resolved _____ Reported _____

Actions taken for valid outcome: (attach relevant documents or continuation sheets as necessary)

Investigation Completed Date: _____

Complainant Notified: Date: _____ Time: _____

**Client/Client Representative Signature: _____ Relation: _____
Date: _____**

**Signature of Administrator/Manager: _____ Title: _____
Date: _____**

Reviewed by: _____

GHCP

Grace Home Care Provider, LLC

RN Job Description

Job Title:	Registered Nurse	Company Name:	Grace Home Care Provider, LLC
Department/Group:	Non-Skilled	Job Category:	Non-Medical Home Care
Location:	Georgia	Travel Required:	Within 50 mile radius
Level/Salary Range:	\$	Position Type:	PRN
HR Contact:	Staffing Coordinator	Date Applied:	
Will Train Applicant(s):	Must Have Experience	Posting Expires:	
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By:			
FAX OR E-MAIL: Phone Number or EMAIL Subject Line: RN (PRN) Home Care Attention: Staffing Coordinator			
Job Description			
<p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Develop and implement the service plan as applicable and regularly reassesses the needs of the client • Participate in in-service programs, as well as training, and teaching other personnel • Develop and implement the service plan for each patient under the direction of their physician or family • Observe and report symptoms, reaction to treatments, drugs, and changes in the patient's physical or emotional condition • Initiate preventative procedures as appropriate for the patient's care and safety and effecting changes in environment to ensure patient safety and security • Maintain clinical and progress notes for each patient receiving care and providing progress reports to their physician • Coordinate services for patients as needed to other agencies and health care providers as appropriate. • Counsel the patient and their family in meeting nursing and related needs • Provide supervision of caregiver services and preparing written instructions for care provided by aides • Maintain confidentiality of patient and agency matters • Submit required documentation in a timely manner • Report observed or suspected abuse pursuant to mandated requirements. • Assist the Administrator in decision making and policy formation as it pertains to the Home Care Services. • Participate in surveys, studies and special projects as assigned 			

- Maintain accurate time records
-

- In addition to scheduled hours, participating in weekend/holiday call schedule, as needed.
- Observe agency's attendance requirements and dress code.
- Conserve agency resources and adequately maintaining agency property, supplies, and equipment.
- Adhere to all agency policies, including but not limited to, infection control and safety, education, reporting and practice implementation.

Qualifications and Education Requirements

- Graduate of an accredited school of nursing
- Valid and current RN license in the state of Georgia
- CPR certified
- 1-3 years of nursing experience (home care experience, preferred)
- Supervisory skills, a plus
- Excellent communication skills, flexible and able to interact positively with the rest of the staff.
- Strong sense of initiative and urgency in addressing unexpected patient crises
- Self-directed, able to work without presence of immediate supervisor.
- Commitment to regulatory compliance and to submitting all documentation in a timely fashion
- Demonstrated knowledge regarding exposure to body fluids and chemicals, as well as to some hazardous equipment
- Must have the ability to:
 - See and hear adequately to respond to auditory and visual requests.
 - Pass a background screen.
 - Travel as required and be in possession of a valid driver's license and automobile insurance.
- Evidence of adequate health status to perform duties
- Possess excellent computer skills
- Physical abilities to adequately perform described duties

This position has potential for cross training to other programs within the agency. Cross training to perform those job functions is not included in the home care job description. This portion of cross training will be utilized on an as needed basis.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to:

- Sit, talk, hear, and use hands to finger, handle, or feel.
- Frequently required to reach with hands and arms.
- Occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell.
- Must occasionally lift and/or move up to 50 pounds.

- Have specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

Additional Notes

In Home Care New Client Assessment Experience preferred

Employee Signature:

Date

Approved By:

:

Date

:

GHC

Grace Home Care Provider, LLC

CNA Job Description

Job Title:	Certified Nurse Aide	Company:	Grace Home Care Provider, LLC
Department/Group:	Non-Clinical	Job Category:	Non-Medical Home Care
Location:	Georgia	Travel Required:	Within 50 mile radius
Level/Salary Range:	(\$)per hour	Position Type:	PRN
HR Contact:	Staffing Coordinator	Date Applied:	
Will Train Applicant(s):	Must Have Experience	Posting Expires:	Unknown

Applications Accepted By:

FAX OR E-MAIL:

Phone Number or

[EMAIL](#)

Subject Line: CNA (PRN) Home Care

Attention: Staffing Coordinator

Job Description

ROLES AND RESPONSIBILITIES

- Ambulation, transfer, and positioning of clients.
- Assist with bathing, grooming, shaving, dental care, dressing and eating.
- Knowledge of Basic First Aid and CPR.
- Meet client's special needs as it relates to:
 - Home management
 - Home safety & sanitation
 - Infection control in the home
- Medically related activities including:
 - Taking vital signs
 - Proper nutrition
- Implement current Certified Nurse Aide services
- Ensure Service Plans of Care are discussed with Grace Home Care Provider, LLC supervisor on a regular basis.
- Ensure client assignments and reports are received from Grace Home Care Provider, LLC supervisor.

QUALIFICATIONS AND EDUCATION

- Requirements
- High School Diploma or GED required

- Certified Nurse Aide Certification required through successful completion of an approved program.

One year-full time experience in personal care or an institutional setting, such as a hospital or nursing home, or one-year full-time experience within the last five years in direct client care in a home care agency setting; or

- Evidence of sympathetic attitude toward elderly care
- Demonstrated ability to read, write and carry out directions.
- Evidence of maturity and ability to deal effectively with job demands.
- Must have good verbal and written communication skills.
- Attend eight (8) hours of personal care-oriented services per year.
- Participate in professional meetings when directed.
- Ability to work closely supervised to ensure competence in providing client care.
- Must have a criminal history check conducted prior to being offered a position with the agency

PHYSICAL DEMANDS

- Sufficient visual and hearing ability to comprehend written and verbal communication.
- Ability to:
- Perform tasks involving activity which may include heavy lifting and extensive bending and standing.
- Deal effectively with stress.
- Work assigned hours per week.
- Bend and stand an average of six (6) hours per day.
- Lift up to 50+ pounds.
- Write up to 3 hours per day.
- Work in a stressful environment.
- Drive up to 50+ miles per day.
- Assess and communicate with ill clients, co-workers and general public.
- Must be neat in appearance and practice good personal hygiene.

MAY BE HIRED BY THE AGENCY IF THE FOLLOWING CONDITIONS HAVE BEEN MET:

The Certified Nurse Aide is expected to pass the competency examination with a score of 80% or better. The content of the competency evaluation of the Agency will include but not limited to (if applicable):

- Communication skills.
- Observation, reporting and documentation of a client’s status and the care or service furnished.
- Reading and recording of temperature, pulse, respiration and blood pressure.
- Basic infection control procedures and instruction on universal precautions.
- Basic elements of body functions and changes in body function that must be reported to the Supervisor.
- Maintenance of a clean, healthy and safe environment.
- Recognize emergencies and knowledge of emergency procedures.
- Understand the physical, emotional and developmental needs of the populations served by the agency including the need for respect for the client and his or her privacy and property.

Employee Signature:		Date:	
Approved By:		Date:	

Grace Home Care Provider, LLC

Companion/Sitter Job Description

Job Title:	Companion/Sitter	Company:	Grace Home Care Provider, LLC
Department/Group:	Non-Clinical	Job Category:	Non-Medical Home Care
Location:	Georgia	Travel Required:	Within 50 mile radius
Level/Salary Range:	\$ per hour	Position Type:	PRN
HR Contact:	Staffing Coordinator	Date Applied:	
Will Train Applicant(s):	Must Have Experience	Posting Expires:	Unknown

Applications Accepted By:

FAX OR E-MAIL: PHONE NUMBER OR EMAIL

Subject Line: Companion/Sitter (PRN) Home Care

Attention: Staffing Coordinator

Job Description

Ensure quality and safe delivery of home care services.

QUALIFICATIONS, EDUCATION REQUIREMENTS, ROLE AND RESPONSIBILITIES

- High school graduation or GED required.
- Ability to read, write, follow instructions and complete training or pass competency assessment, as appropriate, for understanding needs of populations served, i.e.,
- Basic meal preparation
- Provision of transportation services
- Housekeeping
- Home safety
- Handle emergencies in the home and infection control
- Evidence of sympathetic attitude toward care elderly
- Evidence of maturity and ability to deal effectively with job demands
- Good verbal communications skills required.
- Attend (8) hours of personal care oriented in services per year.
- Shall have a criminal history check conducted prior to being offered work with this agency.
- Ability to work closely supervised to ensure competence in providing client care.

PHYSICAL DEMANDS

- Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing.
- Is neat in appearance and practice, with good personal hygiene.

- Deal effectively with stress
- Work assigned hours per week
- Bend and stand an average of 6 hours per day
- Lift up to 50+ pounds
- Work in a stressful environment.
- Drive up to 50+ miles per day.
- Assess and communicate with ill clients, co-workers, and general public.

Employee Signature:		Date:	
Approved By:		Date:	

Grace Home Care Provider, LLC

LPN Job Description

Job Title:	Licensed Practical Nurse	Company Name:	Grace Home Care Provider, LLC
Department/Group:	Clinical	Job Category:	Non-Medical Home Care
Location:	Georgia	Travel Required:	Within 50 mile radius
Level/Salary Range:	\$	Position Type:	PRN
HR Contact:	Staffing Coordinator	Date Applied:	
Will Train Applicant(s):	Must Have Experience	Posting Expires:	
External posting URL:	N/A		
Internal posting URL:	N/A		
Applications Accepted By:			
FAX OR E-MAIL: Phone Number or <u>EMAIL</u> Subject Line: LPN (PRN) Home Care Attention: Staffing Coordinator		MAIL:	

Job Description

ROLE AND RESPONSIBILITIES

- Supervisor visits
- Participating in in-service programs, as well as training, and teaching other personnel
- Adhering to the Service Plan for each patient under the direction of the register nurse
- Observing and reporting symptoms, reaction to treatments, drugs, and changes in the patient’s physical or emotional condition
- Initiating preventative procedures as appropriate for the patient’s care and safety. Effecting changes in environment to ensure patient safety and security
- Maintaining clinical and progress notes for each patient receiving care and providing progress reports to their physician
- Communicating services for patients as needed to other agencies and health care providers as appropriate.
- Counseling the patient and their family in meeting nursing and related needs
- Providing supervision of caregiver services and preparing written instructions for care provided by aides
- Maintaining confidentiality of patient and agency matters
- Submitting required documentation in a timely manner
- Reporting observed or suspected abuse pursuant to mandated requirements.
- Assisting the Administrator in decision making and policy formation as it pertains to the Home Care Services.
- Participating in surveys, studies and special projects as assigned
- Maintaining accurate time records

- In addition to scheduled hours, participating in weekend/holiday call schedule, as needed.
- Observing agency's attendance requirements and dress code.
- Conserving agency resources and adequately maintaining agency property, supplies, and equipment.
- Adhering to all agency policies, including but not limited to, infection control and safety, education, reporting and practice implementation.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduate of an accredited school of nursing

- Valid and current LPN license in the State of Georgia
- CPR certified
- 1-3 years of nursing experience; home care experience, preferred
- Supervisory skills, a plus
- Excellent communication skills, flexible and ability to interact positively with the rest of the staff.
- Strong sense of initiative and urgency in addressing unexpected patient crises
- Self-directed, able to work without presence of immediate supervisor.
- Commitment to regulatory compliance and to submitting all documentation in a timely fashion
- Demonstrated knowledge regarding exposure to body fluids and chemicals, as well as to some hazardous equipment
- Ability to see and hear adequately to respond to auditory and visual requests
- Evidence of adequate health status to perform duties
- Ability to pass a background screen
- Ability to travel as required must have current valid driver's license and automobile insurance.
- Possess excellent computer skills
- Physical abilities to adequately perform described duties
- This position has potential for cross training to other programs within the agency. Cross training to perform those job functions is not included in the home care job description. This portion of cross training will be utilized on an as needed basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, hear, and use hands to finger, handle, or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

ADDITIONAL NOTES

In Home Care New Client Assessment Experience preferred

Employee Signature:		Date:	
Approved By:		Date:	

GRACE HOME CARE PROVIDER, LLC

PCA Job Description

Job Title:	Personal Care Aide	Company:	GRACE HOME CARE PROVIDER, LLC
Department/Group:	Non-Clinical	Job Category:	Non. Medical Home Care
Location:	Georgia	Travel Required:	Within 50 mile radius
Level/Salary Range:	\$ per hour	Position Type:	PRN
HR Contact:	Staffing Coordinator	Date Applied:	
Will Train Applicant(s):	Must Have Experience	Posting Expires:	Unknown

Applications Accepted By:

FAX OR E-MAIL:
Phone Number or

EMAIL:

MAIL:

Subject Line: PCA (PRN) Home Care
Attention: Staffing Coordinator

Job Description

ROLE AND RESPONSIBILITIES

1. Ambulation, transfers, and positioning of clients. Assistance w/bathing, grooming, shaving, dental care, dressing, and eating. Basic first aid & CPR, meeting client’s special needs, home management, home safety & sanitation, infection control in the home, medically related activities including taking of vital signs & proper nutrition.

2. Implements current Personal Care Aide services.

- Service plans of care are discussed with the Grace Home Care Provider, LLC Supervisor on a regular basis.
- Client assignments and reports are received from the Grace Home Care Provider, LLC Supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

-High school graduation or GED required.
 -Personal Care Aide certification required as obtained through successful completion of an approved program by the Ga Department of Community Health, HFR
 -PCA qualifications require a Ga-registered CNA, completion of the NLN exam online and assessment of competency for services to be performed, or completion of a provided 40-hour training curriculum and assessment of competency.
 -Shall have one year-full-time experience in personal care or an institutional setting, such as a hospital or nursing home, or shall have one year full-time experience within the last five years in direct client care in a home care agency setting; OR
 -Evidence of sympathetic attitude toward care elderly.

- Demonstrated ability to read, write, and carry out directions.
- Evidence of maturity and ability to deal effectively with job demands
- Good verbal and written communications skills required.
- Attends (8) hours of personal care oriented in services per year.
- Participates in professional meetings when directed