

JOB TITLE: Care Partner / Home Care Aide

REPORTS TO: Care Manager

REVISION DATE: January 1, 2025

JOB SUMMARY

Individuals in this position work in a private household and facilitate the activities of daily living, related to the independent living of clients who cannot care for themselves due to a health or age limitation. The duties listed below are expected to be performed based on individual client needs. Under no circumstances will individuals in this position perform medical services or spend more than 20% of their time worked on duties unrelated to the direct care and supervision of the client.

PERSONAL ATTENDANT COMPANION CAREGIVERS WORKING IN PRIVATE HOMES

Personal attendant companion caregivers work in the private homes of ApexCare clients. Such a caregiver is referred to herein as a “PAC Caregiver.” PAC Caregivers perform non-medical companionship care for clients who by reason of advanced age, physical disability, or mental deficiency need supervision. When working in the private home of a ApexCare client, PAC Caregivers serve as personal attendants under California Wage Order 15.

During every shift that PAC Caregivers work for ApexCare, they ALWAYS must spend at least 80% of their work time supervising, feeding and dressing ApexCare’s clients. Additionally, during every shift PAC Caregivers work for ApexCare, they must NEVER spend more than 20% of their work time on work other than supervising, feeding or dressing ApexCare’s clients. Any housekeeping should only relate to areas of the residence that the client uses, and regardless, PAC Caregivers must never spend more than 20% of their working time per shift on housekeeping.

PAC Caregivers are entitled to overtime for all hours worked above 9 in a work day and for all hours worked above 40 in a work week. However, if the PAC Caregiver works pursuant to a voucher issued through a regional center, or works for ApexCare clients who receive authorization for services through, by or from a regional center, that caregiver is only entitled to overtime for all hours worked above 40 in a work week. PAC Caregivers are not entitled to meal or rest periods or any other overtime not listed in this section.

OTHER CAREGIVERS

Any caregiver who does not work in a client’s private home and or who is not performing the duties of a PAC Caregiver is referred to as a non-personal attendant companion caregiver (a “NPAC Caregiver”). NPAC Caregivers are entitled to overtime as well as meal and rest periods.

NPAC Caregivers are entitled to overtime for (1) work of more than eight hours in a work day; (2) work of more than 40 hours in a work week; and (3) the first eight hours of work on a seventh consecutive day of work in a work week for ApexCare. NPAC Caregivers are entitled to doubletime for work of more than 12 hours in a work day and or for work of more than eight hours on a seventh consecutive day of work in a work week for ApexCare.

Every NPAC Caregiver must take a paid rest break, during which the NPAC Caregiver shall be relieved of all duties, of at least 10 minutes during every four hours (or major fraction thereof) that the NPAC Caregiver works for ApexCare in a work day. This rest period insofar as practical shall be in the middle of each four hour period or major fraction thereof. Employees do not need to clock in and out for rest breaks.

Additionally, every NPAC Caregiver must take an unpaid meal period, during which the NPAC Caregiver shall be relieved of all duties, of at least 30 minutes for every five hours the NPAC Caregiver works for ApexCare in a work day. Employees can leave the work premises during meal periods. NPAC Caregivers who are eligible for meal periods agree to take a first meal period no later than the end of the NPAC Caregiver's fifth hour of work. If a NPAC Caregiver works 10 hours in a work day, the NPAC Caregiver agrees to take a second meal period no later than the end of the NPAC Caregiver's 10th hour of work.

However, when a work period of not more than six hours will complete the day's work, the meal period may be waived by mutual consent of ApexCare and a NPAC Caregiver. NPAC Caregivers wishing to waive such a meal period should contact ApexCare management.

Additionally, when the nature of the work prevents a NPAC Caregiver from being relieved of all duty, ApexCare and a NPAC Caregiver may enter into a written agreement providing for an on-duty meal period. A NPAC Caregiver may revoke such an on-duty meal period agreement in writing at any time. Please contact ApexCare management if you believe that an on-duty meal period is appropriate for your work circumstances.

POLICIES RELATING TO ALL CAREGIVERS

All caregivers (PAC Caregivers and NPAC Caregivers) must comply with the following policies. Caregivers understand and agree that caregiving jobs may involve caring for clients who, due to their mental condition, may be violent. It is the caregiver's responsibility to protect such clients from injuring themselves or others. Thus, by accepting a job as a caregiver, to the maximum extent allowed by law, caregivers assume the risk that clients may be violent and or that the caregiver may be injured. If a caregiver does not feel comfortable performing these duties or accepting the risk of potential injury, the caregiver should contact ApexCare management immediately. If the caregiver does not so notify ApexCare management, the caregiver agrees that he or she can perform the essential functions of the caregiver job with or without reasonable accommodation and understands and accepts the risk of potential injury.

Caregivers should leave a client's home or other worksite when the caregiver's shift ends. Caregivers should not remain at a client's residence or other worksite during non-working hours. However, if a caregiver remains at a client's residence during non-working hours, the caregiver understands and agrees that (1) remaining on the premises is strictly voluntary and of the caregiver's own volition; (2) the caregiver is not working or on call during these non-working hours; (3) the caregiver is relieved of all duties and not required to remain on the premises or respond to the client during non-working hours; and (4) the caregiver can leave the premises at any time and for any duration during the caregiver's non-working hours. Caregivers agree to notify ApexCare immediately and record on their time record any time worked during non-working hours. ApexCare will pay caregivers for any hours worked during non-working hours.

On a daily basis, caregivers agree to track the beginning and ending times of their work shifts, as well as the beginning and ending times of any unpaid meal or other unpaid non-working time, if any and as applicable, and their total hours worked. Caregivers also agree to document any expenses they incur in the course and scope of their employment with ApexCare, including but not limited to mileage and or cell phones, and to submit weekly all records and receipts for those expenses to ApexCare for reimbursement.

ApexCare will pay employees for travel time and reimburse expenses for travel in the course and scope of employment. To the maximum extent allowed by law, this generally does not include paying for travel time or reimbursing for expenses for commuting from home to the employee's initial worksite or from the employee's final worksite to home unless required by law. Employees should log their travel time on their time records and submit their mileage and or other travel expenses to the Company. If an employee takes public transportation to travel during the course and scope of employment, the employee should submit the cost of public transportation for reimbursement.

If any of the terms or working conditions described in this Job Description are not followed during any shift an employee works for ApexCare, the employee agrees to immediately notify ApexCare. If the employee does not promptly notify ApexCare otherwise, the employee and ApexCare agree that all the working conditions described in this Job Description were met during every shift the employee works for ApexCare. Finally, employees must comply with all applicable laws and regulations, and all ApexCare policies and procedures during the course and scope of their employment with ApexCare.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Individuals will perform duties in support of the Activities of Daily Living (ADLs) and Instrumental ADLs listed below. Other duties may be assigned in the sole discretion of the Company.

Activities of Daily Living

Dressing / Undressing
Eating
Transferring
Incontinence Care
Toileting
Ambulation

Instrumental ADLs

Telephone
Shopping
Food Preparation
Housekeeping*
Laundry
Transport
Medication Reminders

Essential job functions involved in ADL / IADL support include:

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| ➤ Locomotion/ambulation | ➤ Planning and preparing nutritious meals |
| ➤ Bed Mobility and positioning | ➤ Assisting in feeding client as appropriate |
| ➤ Eating | ➤ Vacuuming and mopping |
| ➤ Bathing and toileting | ➤ Laundry of client's clothing and bedding |
| ➤ Catheter and ostomy care | ➤ Cleaning bathroom |
| ➤ Oral hygiene | ➤ Shopping |
| ➤ Skin care | ➤ Changing bed linens |
| ➤ Protective supervision | ➤ Medication Reminder |

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| <ul style="list-style-type: none"> ➤ Social interaction / behavior modification activities as directed by the Plan of Care ➤ Assisting in range of motion and other procedures as instructed by any professional therapist or nurse | <ul style="list-style-type: none"> ➤ Foot care (nails will be filed only, no clipping; diabetic clients will only have lotion applied and referred to their doctor for nail care) |
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* Any housekeeping should only relate to areas of the client's residence that the client uses. Moreover, caregivers always must spend less than 20% of their working time per shift on housekeeping, and must spend 80% of their time supervising, feeding and dressing the client.

Other essential functions include reporting to work on time, using equipment safely, reporting any changes in the client's condition to the supervisor and documenting care provided consistent with ApexCare policies and procedures. Caregivers also must comply with all company policies and procedures and all applicable laws and regulations. Caregivers may perform other duties as assigned and consistent with this Job Description.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

COMPETENCIES

To perform the duties of this position successfully, an individual must demonstrate the following competencies:

1. Excellent interpersonal skills, including the ability to maintain confidentiality.
2. Written communication - the ability to write clearly and informatively.
3. Ethics - treats people with respect.
4. Teamwork - balances team and individual responsibilities.
5. Organizational support - follows policies and procedures; supports organizations and client's goals and values.
6. Safety and security - observes safety and security procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position unless doing so would impose an undue burden on ApexCare.

1. Education and/or Experience: Certified Nurse Assistant or Home Health Aide experience, or up to two years related experience or training, or an equivalent combination of education and experience.

2. Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees.
3. Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
4. Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Registration with the Home Care Services Bureau and Home Care Registry
2. CNA/HHA certification preferred
3. Valid California Driver License
4. Insured car under the name of the employee
5. COVID-19 vaccinations and boosters
6. Negative TB test

PHYSICAL DEMANDS

In performing the essential functions of this position, individuals in this position will regularly be required to use their hands to finger, handle, or feel; to reach with their hands and arms; to speak and/or listen and to taste and/or smell. Individuals in this position frequently will be required to stand, walk, and sit. Individuals in this position occasionally will be required to climb or balance and stoop, kneel, crouch, or crawl. Individuals in this position must occasionally lift or move up to 75 pounds (this does not refer to transfers using tools such as a Gait Belt). Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Transferring or lifting a person from a seated or lying position is required and considered an essential function for this job. The Care Partner is required to lift 75 pounds from 24 through 48 inches and/or pull up to 50 pounds from waist height. Performing ADLs and IADLs may require lifting to a 15-pound lift from 0 to 72 inches or carrying 50-pound objects up to 50 feet. Working environments may be in small and enclosed areas. It is important for the safety of the Care Partner and the client that the Aide has the capability to rotate without anatomical limitation 90 degrees.

WORK ENVIRONMENT

While performing the duties of this job, the employee does not work near moving mechanical parts, work in high, precarious places, endure outdoor weather conditions and/or endure extreme cold or heat (non-weather). The noise level in the work environment is generally quiet.

ACCEPTANCE STATEMENT:

I have carefully read, understand, and accept the above job description, including the qualifications and requirements of the position of CARE PARTNER, and if employed, I certify I can and will perform essential functions of the position with or without reasonable accommodation.

I further understand my employment with ApexCare is at will, which means either the Company or I may terminate my employment at any time, for any reason, with or without cause or notice.

The above Job Description is intended to describe the general nature and work being performed by employees assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. I agree that I will check with ApexCare if I am unsure about my responsibilities while on an assignment. ApexCare may change this Job Description in its sole discretion with or without prior notice, and will attempt to notify employees of any changes.

I have reviewed and understand the terms of this Job Description, and I agree to abide by its terms, conditions, responsibilities and duties.

Employee's Signature

Date

Employee's Printed Name**Employee Initial:** _____