



## **Job Opening Announcement**

### **Home Care Aide**

**This position is based in Mesa, Arizona**

**Join our team and make a difference in the lives of seniors!** Aster Aging empowers and supports older adults and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of service, with core programs that include: Center-Based Services, Meals on Wheels, In-Home Support, Outreach and Social Services, and Collaborative Programs. Our vision is to be a leader in providing direct services and mobilizing resources that support the changing needs of our older adult population.

We are currently recruiting for essential in-home direct care workers. Home Care Aides provide non-medical services that help older and disabled adults remain independent at home. Home Care Aides assist homebound clients with Activities of Daily Living, including Respite Assistance, Personal Care, and Homemaking / Housekeeping Services. Direct services may include light housekeeping, meal preparation and clean up, changing bed linens, laundry services, grocery shopping, and providing personal care such as bathing, assisting with transfer to wheelchair or bed, and providing a respite break to relieve family caregivers.

Part-time (up to 20 hours / week) non – exempt position  
Competitive wage and benefits package  
Paid certification training

Preferred qualifications include home care or related experience working with older or disabled adults. Sensitivity to the needs of older adults. Work history that demonstrates reliability and punctuality. Ability to work independently and proactively with participants and their families. Strong customer service focus is essential.

Requirements include: an Arizona driver's license, reliable vehicle to use in the performance of the job, and compliance with Aster's background check policies. Ability to complete Arizona Direct Care Worker, CPR, and First Aid certification training.

This position includes physical capability requirements. Please refer to the job description for additional information.

Interested applicants are encouraged to submit their resumes to:

Human Resources  
Aster Aging, Inc.  
45 West University Drive, Mesa, Arizona 85201  
Phone: 480-964-9014, Fax: 480-898-7306, [hr@asteraz.org](mailto:hr@asteraz.org)  
[www.asteraz.org](http://www.asteraz.org)

*Position is considered open until filled.*

Equal Opportunity Employer.

**Aster Aging, Inc.**  
**Job Description: Home Care Aide**

**Overview:** The Home Care Aide is responsible for providing non-medical services in the participant's home that enable older and disabled adults to remain independent. These services include: monitoring and recording participant and home environment condition; providing housekeeping / homemaking support and personal care services; and, providing respite assistance for caregivers. This position requires excellent customer service.

**Major Duties:**

- Assist participant with Activities of Daily Living through services provided in accordance with the care plan. Direct services may include, but are not limited to: light housekeeping; meal preparation and clean up; changing bed linens; laundry services; grocery shopping; running errands for participant; providing personal care services such as toileting, bathing, dressing, grooming, and eating; assisting with transfer to and from wheelchair and/or bed; and, providing intermittent respite care and supervision of participant in order to relieve family caregiver.
- Observe participant's physical, emotional, and cognitive condition. Respond rapidly and appropriately in emergency situations. Report all accidents and/or incidents to supervisor immediately.
- Follow work assignments and/or work schedules in completing and performing assigned tasks.
- Maintain accurate participant records and service timesheets. Submit service sheets as required.
- Assist in providing a safe environment and promote quality participant care through adherence to established policies, procedures and standards. Uphold and reinforce all confidentiality policies and procedures.
- Foster appropriate and courteous communication and positive relationships with supervisor, staff, participants, and their families. Work as a cooperative and proactive team member.
- Update job knowledge by participating in educational/ training opportunities.
- Other duties as needed and appropriately assigned.

**Qualifications:**

- High school diploma or equivalent.
- Home care or related direct experience working with homebound older or disabled adults preferred. Sensitivity to the needs of older adults.
- Ability to work independently and proactively with participants and families.
- Work history that demonstrates reliability and punctuality. Ability to maintain a personable, neat appearance, and follow instructions.
- Strong customer service focus. Effective oral communication and interpersonal skills. Ability to encourage teamwork and work cooperatively with others. Ability to work effectively with diverse constituents and communities. Multicultural competency. Bilingual Spanish-English helpful.

**Requirements:**

- Ability to successfully complete requirements of Arizona Direct Care Worker training curriculum: Principles of Caregiving.
- Ability to obtain CPR and First Aid certification.
- Ability to lift 25 lbs and to transfer participant with assistance of equipment such as gait belt or lift. Knowledge of proper lifting techniques.
- Ability to obtain Level 1 Fingerprint Clearance Card and compliance with Aster's background check policies.
- Reliable transportation to use in the performance of work and possession of valid AZ driver's license and vehicle liability insurance.

**Responsible to:** Home Care Coordinator or other designated supervisor

**Status/Hours:** Up to 20 hours per week, non-exempt position. Hours vary based on participant needs and schedules.

**Primary Work Site:** Mesa Downtown Senior Center. Position will require travel to homes of participants in the East Valley.

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