



Daily Task Definitions for ✓ duties performed

<p>PERSONAL CARE:</p>	<p>Assist client with shower, or sponge bath. Assist by getting client in and out of the tub or shower, reaching head and body parts for soaping, rinsing, and drying. Hygiene to include hair shampooing, combing, brushing; oral hygiene, shaving, and filing nails. Assisting client with incontinence, changing soiled clothing, clean up, removing and replacing bed sheets. Assist client with putting on, taking off, fastening, unfastening garments and undergarments, and special devices such as back or leg braces, corsets, and elastic stocking. Assist client with walking or moving from place to place inside the home, changing location in a room, moving client from bed, or moving from room to room to gain access for the purpose of engaging in other activities. Accompaniment to appointments as ordered by Gateways.</p>
<p>HOME MAKING</p>	<p>light cleaning of bedroom, bathroom, and mobility and medical devices. When the participant lives alone, light cleaning of the kitchen and entry way areas, in order to maintain a safe environment. Launder client's personal items, towels, and bedding: washing, drying, folding, and storing clothes on shelves or drawers. Home making for private pay clients as directed by Gateways or, tasks as described in job description.</p>
<p>MEALS</p>	<p>preparing non-communal meals and snacks including cleaning the food preparation area after the food is prepared. Following physician-ordered dietary requirements and restrictions including food allergens.</p>
<p>ERRANDS</p>	<p>Non-medical transportation such as errands and shopping – must be approved by case manager. Check with Gateways before transporting clients.</p>
<p>CUING</p>	<p>Cuing and reminding clients to take medication. Monitoring and reminding clients to perform daily living activities such as taking medication.</p>
<p>HOME HEALTH AIDE</p>	<p>Must be an LNA (Licensed Nursing Assistant). In-home health care, medication administration and support by licensed nursing assistant (LNA) under supervision of RN.</p>
<p>NURSE</p>	<p>Must be an RN (Registered Nurse). Manages in-home health care in accordance with medical plan of treatment. Supervises Licensed Nursing Assistants to support plan of care/treatment.</p>
<p>BLANK: For Office Use Only</p>	<p>For Office Use Only</p>