

## NO RTEC JOB SPECIFIC SKILLS COMPETENCY

### CAREGIVER (HOME ATTENDANT)

DOT: 354.377-014 SVP 3

**Job Description:** Cares for elderly, convalescent, or handicapped persons in patient's home. *Physical Demands* - Active w/medium lifting, carrying, or moving (up to 50 lbs); *General Educational Development* - R3 M2 L2; *Aptitudes* - Average General Learning Ability, Verbal, Motor Coordination, and Manual Dexterity.

### CORE SKILL COMPETENCIES/INDICATORS:

1. Can demonstrate the ability to communicate clearly and effectively. (IN, I, S)
2. Can demonstrate and apply basic active listening skills. (R, IN, I)
3. Can demonstrate knowledge of how to maintain a safe, comfortable, and private environment for an individual. (I, S)
4. Can demonstrate the ability to objectively observe, record, and report to a health care team, the physical, mental and emotional condition of an individual. (R, IN, I, S)
5. Can demonstrate the ability to prepare, administer, and record prescribed medication following written directions from health staff. (I, S)
6. Can demonstrate an understanding of the different methods utilized to provide comfort and entertainment to an individual including, story telling, reading aloud, playing cards and other appropriate games. (IN, I, S)
7. Can demonstrate proper techniques used for lifting and transferring an individual. (R, S, T)
8. Can demonstrate an understanding of standard emergency first aid procedures, and when they should be used. (R, T, I, IN)
9. Can demonstrate proper techniques used to assist an individual with bathing and grooming activities. (I)
10. Can demonstrate proper techniques used to assist an individual with meals and feeding. (I)
11. Can demonstrate proper techniques used to assist an individual with dressing/undressing. (I)
12. Can demonstrate proper techniques used to assist an individual with movement and exercise. (I, S)
13. Can demonstrate proper techniques used to assist an individual in accessing lavatory/toileting facilities. (I)
14. Can demonstrate proper techniques used to transport an individual, using wheelchairs, wheeled carts, or assisting them in walking. (R, T, I)
15. Can demonstrate the ability to record an individual's food and fluid intake/output in an accurate manner. (R, IN, I, S)
16. Can demonstrate proper techniques involved in aligning an individual's body for safe positioning, rest, and exercise. (R, I, S)
17. Can demonstrate an understanding of infection control procedures. (T)
18. Can demonstrate the ability to correctly change bed linen (occupied and unoccupied). (R, I, S)
19. Can demonstrate proper techniques involved in administering massages and lotions for circulation and skin conditions. (I, S)
20. Can demonstrate the ability to wash and iron laundry. (R, T)
21. Can demonstrate the ability to systematically clean an individual's living quarters. (R, T, I, S)
22. Can demonstrate the ability to purchase, prepare and serve food for one or more individuals. (R, T, I)
23. Can demonstrate knowledge of general nutritional diet standards or prescribed diets. (IN)
24. Can demonstrate the ability to complete routine and special request errands for an individual. (R, I, IN)

25. **Can demonstrate the ability to accompany an ambulatory individual outside of the home environment, serving as guide, companion and aide. (R, T, I, IN)**
26. **Can demonstrate an ability to understand and respond appropriately to an individual's physical, emotional and developmental characteristics. (I, IN)**
27. **Can demonstrate an understanding of the scope of responsibilities and limits within the care giver industry. (R, I, IN)**
28. **Can demonstrate an understanding of the ethics of the care giver role. (I, S, IN)**
29. **Can demonstrate an understanding of the care giver industry's confidentiality rules and procedures. (I, S, IN)**
30. **Can demonstrate an understanding of client rights within the care giver industry. (I, S, IN)**
31. **Can identify common medications of the elderly. (IN)**
32. **Can demonstrate an understanding of the dynamics of dying clients. ( I, IN )**
33. **Can identify signs and symptoms of approaching death. (I, S, IN)**
34. **Can demonstrate an understanding of the social impacts of aging and illness. (I, S, IN)**
35. **Can demonstrate an understanding of the physiology and diseases of aging. (I, S, IN)**
36. **Can demonstrate an understanding of the effect of aging/illness on families. (I, S, IN)**
37. **Can demonstrate knowledge of other care services and community resources, and the procedures for referring and/or coordinating with same. (R, I, S, IN)**
38. **Can demonstrate the ability to work under stress when confronted with emergencies; critical, unusual, or dangerous situations; or in which working speed and sustained attention are important aspects of job. (R, IN, I, S, T)**