



Dear Applicant:

Thank you for taking the time to apply for a job with Adeo In Home Care. We are excited to be able to provide in home care to the elderly in the Portland Metro area.

Please review the job description that is attached; if you have any questions regarding the information please feel free to ask those questions prior to filling out the application.

Please also note, since we provide care in peoples home we are not able to hire any individual that has a criminal history. We do perform a thorough background check on all applicants. Again, if you have any questions please ask prior to filling out the application.

We are excited about the opportunity that awaits you here at Adeo In Home Care. We may be new, however we have years of experience. We look forward to getting to know you better through the application process.

Sincerely,

The Adeo Team

Personal Care Aide Job Description

Job Title: Personal Care Aide

Job Status: Hourly

Job Salary: Starting 10.00

Supervision

All Personal Care Aides/Caregivers are supervised by the Client Care Coordinators. Regular communication between the caregiver and administrative staff is expected.

Job Summary

The PCA is responsible for providing various services to meet the personal care needs and promote the comfort and independence of our clientele. Services may include simple companionship and homemaking to personal care and assistance with activities of daily living. This care is provided on a one-on-one basis in individual's homes.

Job Duties and Responsibilities (Include but not limited to)

- Must be able to lift 50 lbs
- Must be able to sit, stand, bend and crouch.
- Must be at least 18 years old.
- English language proficiency, including reading and writing.
- Successfully complete the PCA and medication training.
- Be able to complete a return demonstration of the skills required.
- Provide personal care in a discrete and respectful manner.
- Demonstrate good judgment and adapt to a variety of situations.
- Ability to function in any home regardless of client's race, creed, color, sex, disability or financial condition.
- Ability to relate to and communicate with the clients and client's family or personal representative in a professional manner.
- Able to communicate with supervisory staff and other health providers (eg. doctors, nurses, physical therapists etc.) in a professional manner.
- Absolute integrity and honesty in all situations.



Adeo In Home Care is committed to a policy of equal opportunity employment for all job applicants and employees without regard to race, color, creed, sex, age, national origin, or handicap. This policy of equal opportunity employment applies to every aspect of employment relationship including: recruitment, selection, placement, training, compensation, promotion, transfer, lay-off, recall, and termination.

Date of application _____ Position applying for _____

How did you hear about Adeo In Home Care _____

PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Other name(s) by which you have been known _____

Current address _____

City/State/Zip _____

Primary phone _____ Other phone _____

Email _____

Social Security Number _____ Drivers license (state and#) _____

Are you a U.S. citizen? yes no Proof of citizenship will be required upon hire

If no, are you authorized to work in the U.S.? yes no

Have you ever been convicted of a felony? yes no

If yes, please explain _____

Salary required _____ Date available to start _____

EDUCATION

<u>Name of institution</u> (high school, college, training center etc.)	<u>City/ State and dates attended</u>	<u>Certification or degree attained</u> (yes or no and title of cert. or de- gree)
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SKILLS

Please list other skills– examples: languages, housekeeping, cooking, music, etc.

Employment History (Starting with most recent)

Company Name _____ Phone _____

Address _____

Job Title _____ Job Duties _____

Dates of employment-Start _____ End _____ Reason for leaving _____

May we contact this employer? yes no

Company Name _____ Phone _____

Address _____

Job Title _____ Job Duties _____

Dates of employment-Start _____ End _____ Reason for leaving _____

May we contact this employer? yes no

Company Name _____ Phone _____

Address _____

Job Title _____ Job Duties _____

Dates of employment-Start _____ End _____ Reason for leaving _____

May we contact this employer? yes no

Company Name _____ Phone _____

Address _____

Job Title _____ Job Duties _____

Dates of employment-Start _____ End _____ Reason for leaving _____

May we contact this employer? yes no

Personal References

Please list three personal references, other than family, that can verify your personal character or work habits.

Name _____ Relationship to applicant _____

Phone _____ Email (optional) _____

Name _____ Relationship to applicant _____

Phone _____ Email (optional) _____

Name _____ Relationship to applicant _____

Phone _____ Email (optional) _____

Disclaimer and Signature

I certify that the information provided on this application (and any accompanying resumes, letters of recommendation etc.) is correct and complete to the best of my knowledge. I understand that any misstatement, misrepresentation or omission of information may be grounds for termination of hiring process and/or employment.

I authorize any person(s) or entities having knowledge of my previous employment, training, education or other work related activities to release information to Adeo In Home Care that may be necessary to arrive at an employment decision, and release all parties from liability for any damages that may result from this information.

Printed Name

Signature

Date

Personnel Use Only

Application date _____

First Interview Date _____ Completed By _____

Second Interview Date _____ Completed By _____

Third Interview date (if any) _____ Completed By _____

Hire date _____ Position offered/ job title _____

Pay rate offered _____ Offered by _____ Accepted yes no

Not hired

Explanation:

Other more qualified applicants

Travel restrictions

Lack of availability

Other _____

Disclaimer and Authorization for Background Investigation

As part of the application process a background check will be conducted. In order to complete this investigation, please provide the following information:

Date of birth _____

Maiden name/ other names used _____

I understand that the above information is required for a criminal check.

I understand that a pre-employment drug screen is required.

Printed Name

Signature

Date

Automobile Insurance Information

I understand that as part of my employment with Adeo In Home Care I may be required to transport clients. I understand that, in the unlikely event of an accident, my coverage will be the primary insurance used for claims. Adeo In Home Care *does* have a non owned auto insurance policy that will act as secondary insurance coverage for any accidents that occur while transporting Adeo In Home Care clients. This *does not* provide coverage for employees traveling to and from regularly scheduled shifts.

Name of Insured _____

License plate number _____ State _____

Type/Make/Model _____ Color _____

Insurance Company _____ Policy number _____

State Issued in _____ Expiration Date _____

Signature

Date

Skills Checklist

Please review the skills checklist below and fill it out to the best of your ability. In the first box check whether you have had previous experience with the listed task and in the next box rate your self A through D on how comfortable you are performing this task, A meaning you feel comfortable performing the task and teaching others, B meaning you are comfortable performing the task, C meaning that you need a review of the task and D meaning you need additional training prior to performing the task. If you have no experience with this task please put an N in the box. If you have any questions please ask.

Name _____ Date _____

Task	Pfor previous experience	Rating A-D	Reviewed by	Date reviewed
Universal Precautions				
Hand washing				
Proper handling of linen				
Using gloves				
Using gowns/mask				
Double bagging waste				
Disposing of used CBG material				
Body Mechanics				
Use of a Gait Belt				
Use of a slider board				
Use of a Hoyer Lift				
Pivot Transfer				
Bed to chair or wheelchair				
Chair or Wheelchair to Bed				
Turning and Repositioning				
Transfer in and out of a car				
Restorative Care				
Range of Motion Exercises				
Assisted ambulation w/gait belt				
Assisted ambulation w/cane				
Assisted ambulation w/walker				
Other devices: _____				
Personal Care				
Bed Bath				
Tub Bath				
Shower				
Shampoo of bedridden client				
Shampoo w/shower or tub bath				
Assisting with Oral Hygiene				
Denture Care				
Shaving with electric razor				
Assisting with brushing of teeth				
Shaving with razor blade				
Combing client hair				
Dressing the client				
Perineal Care				
Assist with the use of urinal				
Assist with the use of a bed pan				
Assisting client to commode/toilet				

Personal Care Cont.....	✓ for previous experience	Rating A-D	Reviewed By	Date Reviewed
Assisting with Hearing Aids				
Catheter Care/changing bag				
Colostomy Care				
Wound Care/Dressing Changes				
Measuring Input/output				
Assisting with Ted Hose/elastic sock				
Blood Sugar Checks (CBG)				
Insulin Injections				
Administering Enemas				
Administering suppository				
Charting completed tasks				
Vital Signs				
Blood Pressure				
Radial Pulse				
Apical Pulse				
Oral Temperature				
Rectal Temperature				
Electronic Temperature				
Axillary Temperature				
Nutrition/Hydration				
Meal Planning				
Meal Preparation/Cooking				
Grocery Shopping				
Assist with Feeding Client				
Diabetic food Management				
Low Sodium Diet				
Tube Feeding				
Monitoring Liquid Intake				
Household Tasks				
Vacuuming				
Dusting				
Cleaning/sanitizing bathroom				
Cleaning Kitchen				
Changing sheets unoccupied				
Changing sheets occupied				
Laundry				