



## Hiring and Competency Requirements for Direct Care Workers

### Purpose

To ensure that all direct care workers employed by **Living Love In Home Care** meet high standards of quality, professionalism, and competency necessary to deliver safe and effective care to our clients.

### Hiring Requirements

All candidates for direct care worker positions must meet the following minimum requirements:

- **Age:** Must be at least 18 years old.
- **Education:** High school diploma, GED, or equivalent preferred.
- **Experience:** Previous experience providing personal care or home care services is preferred but not mandatory.
- **Background Checks:**
  - Criminal background check (in accordance with state and federal regulations)
  - Child Abuse Clearance (if applicable)
  - FBI fingerprint clearance (when required)
- **References:** Minimum of two professional references verifying previous employment or character.
- **Health Requirements:**
  - Negative Tuberculosis (TB) test within the last year or chest X-ray if applicable
  - Ability to perform the physical demands of the job (lifting, bending, standing, etc.)
- **Valid Identification:**
  - Government-issued photo ID
  - Work authorization documents (if applicable)

### Competency Requirements

Direct care workers must demonstrate competency in the following areas before providing unsupervised services:

- **Personal Care Skills:**
  - Bathing, grooming, dressing, toileting, mobility assistance, and safe transfer techniques.
- **Basic Health Monitoring:**
  - Taking vital signs (if applicable), observing and reporting changes in client condition.
- **Infection Control:**
  - Proper handwashing, glove use, and standard precautions.
- **Safety and Emergency Procedures:**
  - Fall prevention, fire safety, emergency response.
- **Communication Skills:**
  - Effective communication with clients, families, and supervisory staff.
- **Respect for Client Rights:**
  - Maintaining confidentiality, dignity, and cultural sensitivity.
- **Documentation:**
  - Accurate recording of services provided, incident reporting, and communication notes.

## **Competency Verification**

- Competency must be verified through written testing, skills demonstration, and/or supervisor observation prior to assignment.
- Direct care workers who cannot demonstrate required competencies will not be assigned to independent care responsibilities until competency is achieved.

## **Ongoing Competency Evaluation**

- Annual evaluations and in-service training are required to maintain employment.

- Staff must participate in mandatory continuing education, including topics such as infection control, emergency preparedness, and client rights.