Lutheran Social Services of the Southwest
Job Description

Shopper – Home Care

Exempt: Yes
Reports to: Program Manager
Department: Home Care
Supervises: N/A

Base Wage: $
Location: Tucson, Arizona
Date Reviewed: 2017

General Description: Under the direction of the Program Manager, the Shopper provides assistance in the performance of tasks as determined by the Contract Provider and the Individualized Plan of Care. These activities include, but may not be limited to, those that are related to maintaining safe and sanitary living conditions for individuals.

Essential Duties & Responsibilities

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<td>Maintain safe and sanitary living conditions for individuals as authorized by the Contract Provider and the Individualized Plan of Care. Organize clients’ shopping list, shop for, deliver and store household supplies and medicines. All items must be given to the client or an authorized individual. At no time, should items be left unattended.</td>
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<td>Ensure the safety of food at all times. During delivery, store frozen and perishable items in coolers with ice.</td>
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<td>Collect payment from the client for the purchased items on the delivery day. Follow financial protocol.</td>
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<td>Perform program support activities such as general copying, file maintenance, intakes and supervisory home visits to assess the quality of services.</td>
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<td>Follow internal protocol immediately with regard to safety, health, and environment of the client and employee workspace and workplace equipment.</td>
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<td>Respond in a calm, respectful and professional manner to clients and to any unusual incidents which may occur. Immediately notify supervisor of changes in client’s emotional, mental and physical condition. Follow reporting protocol.</td>
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<td>Submit complete, accurate and on-time record keeping data including all required supporting documentation.</td>
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<td>Maintain current status/renewal of professional credentials including motor vehicle screening, a clear driving record and continuing education specific to diseases of aging and appropriate ways to interact with clients.</td>
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<td>5</td>
<td>Respect and maintain the confidentiality of each client at all times. Present a professional attitude, respect cultural and ethnic differences and wear professional attire at all times</td>
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**Qualification Requirements:**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must show proof of freedom from TB before client contact;
2. Current CPR/First Aid Certification
4. Maintain a valid AZ driver license, proof auto insurance, a clear driving record and reliable transportation throughout the duration of employment.
5. Clear a criminal background, credit check and motor vehicle screening;
6. Clear the Department of Economic Security, Department of Aging and Adult Services Central Registry Background Check

**Education and/or Experience:**
- Good interpersonal skills
- A minimum of six months experience working with individuals with disabilities or elderly clients.
- Obtain Direct Care Worker training within 90 days of hire in compliance with the DAAS Policy and Procedure Manual including the demonstration of knowledge and skills consistent with the Arizona Direct Care Standards for the following: Level 1: Principles of Caregiving Fundamentals and Level 2: Aging and Physical Disabilities.
- Ability to solve problems and make decisions
- Knowledge of community streets and routes

**Language Skills:**
Ability to communicate clearly, both verbally and in writing. Ability to listen and perceive needs, working with people from diverse backgrounds non-judgmentally.

**Mathematical Skills:**
Ability to calculate figures and amounts.

**Reasoning Ability:**
Ability to define problems, collect data, evaluate information, draw conclusions, and take appropriate action based on this information. Ability and confidence to make decisions when appropriate and when to solicit guidance from Supervisor.

**Physical Demands/Work Environment**
The physical demands and work environment characteristics here are representative of those that must be met by an employee to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• The employee must be able to safely drive a vehicle with or without reasonable accommodations.
• While performing the duties of this job, the employee may be required to sit and/or stand for long periods.
• The employee may be required to assist with one-person transfer.
• The employee may be required to occasionally lift and/or move +75 lbs.
• The noise level in the work environment will vary with the activity level in the client’s home.
• The employee must be able to orientate and navigate well within the Program’s boundaries, be willing to drive to client’s home, and conduct home visit tasks in client’s home.

I have read and understand this document. I have had an opportunity to discuss this document with my supervisor.

_________________________________________  ____________
Employee Signature                                      Date

_________________________________________
Employee Print Name

_________________________________________
Supervisor Signature                                     Date