

**Cooperative Home Care Associates**  
349 East 149<sup>th</sup> Street, 5<sup>th</sup> Floor  
Bronx, NY 10451

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## Senior Aide ~ Peer Mentor Job Description

**Title: Senior Aide ~ Peer Mentor**

**Overview:** The senior aide ~ peer mentor is a salaried, full time position at Cooperative Home Care Associates. A senior aide- peer mentor supports other aides in skill development and job adjustment, and as well, serves in a resource capacity to a home coordinating team. The senior aide~ peer mentor reports to the manager of service delivery. The senior aide- peer mentor may work in these capacities:

- ◆ Provide early intervention, mentoring, advising and support to new aides/attendants in the early stages of employment
- ◆ Provide constructive and appropriate feedback about the aide that is being mentored
- ◆ Answer questions and provide supportive peer counseling to aides and attendants
- ◆ Serve in a liaison role between the coordinating/administrative staff and home health aide/ personal care attendant
- ◆ Respond to crises in the field
- ◆ Provide coverage on certain cases
- ◆ Be an active member of the coordination/service delivery team

**Skills, Abilities, and Qualities pertinent to the position:**

- Strong connection to the job of a home health aide
  - a. Demonstrates an ability to do the work of a home health aide
  - b. Shows a positive attitude about being a home health aide
- Good assessment and observation skills
  - a. Ability to be non-judgmental of staff and other aides
  - b. Ability to see many sides of a situation
- Good interpersonal, relational and communication skills
  - a. Ability to learn and use problem solving skills
  - b. Displays good listening skills
  - c. Ability to ask for help/assistance
  - d. Demonstrates the ability to be self-reflective

- Demonstrates the ability to work as a member of a team
  - a. Maintains a good relationship with CHCA staff and other aides
  - b. Positive feedback from clients and or family members
  
- Flexibility and openness to work “On-Call”
  - a. Ability to respond in emergent situations
  - b. Willingness to carry a pager and/or cell phone
  
- Knowledge of company policy, procedures and culture
  - a. Exemplary work history with CHCA
  - b. Demonstrates knowledge of policies and procedures
  - c. Understanding of resources and options at CHCA
  
- Ability to work independently and in potentially stressful situations
  - a. Ability to handle self in a calm manner in stressful situations
  - b. Self-directed and able to follow instructions
  - c. Good organizational and time-management skills

**Minimum Qualifications:**

- One year experience as a home health aide/personal care attendant
- Familiarity with CHCA policies and procedures
- Ability to speak, read and write functional English