

Humane Home Care

JOB DESCRIPTION

HOME HEALTH AIDE

REPORTS TO: Administrator or Supervisor

Works under the supervision of the Administrator.

Provides personal care as assigned by the employee's supervisor. Assists in the home care that reflects the Agency's Mission and Philosophy.

- High school diploma required
- Evidence of sympathetic attitude toward care of the sick
- Demonstrated ability to read, write, and carry out directions
- Evidence of maturity and ability to deal effectively with job demands
- Good verbal and written communications skills required
- Attends twelve (12) hours of Aide oriented in services per year
- Participates in professional meetings when directed
- Shall have all pre-employment criminal background checks prior to being offered permanent employment with the agency

- Visual/hearing ability sufficient to comprehend written/verbal communication.
- Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing.
- Able to work a minimum of 40 hours per week.
- Able to bend and stand an average of 6 hours per day.
- Able to lift up to 50-75 pounds.
- Able to write up to 3 hours per day.
- Able to work in a stressful environment.
- Able to drive 50-100 miles per day.
- Able to assess and communicate with ill patients, co-workers, and general public.

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May be employed by the agency if he or she has met the following conditions:

Home Health Aide is expected to pass competency examination with at least an 80% or better. The content of the competency evaluation of the agency will include but is not limited to:

- Communication skills - Universal Precautions
- Observation, reporting, and documentation of a client's status and the care or service furnished
- Basic infection control procedures and instruction on universal precautions
- Basic elements of body functions and changes in body function that must be reported to the supervisor
- Maintenance of a clean, healthy, and safe environment
- Recognizing emergencies and knowledge of emergency procedures - Physical, emotional, and developmental needs of and ways to work with the populations served by the agency including, the need for respect of the client and his or her privacy and property include:
 - bed bath
 - sponge, tub, or shower bath
 - shampoo, sink, tub, or bed
 - nail and hair care
 - oral hygiene
 - toileting and eliminating
 - safe transfer techniques and ambulation
 - normal range of motion and position
 - adequate nutrition and fluid intake
 - client rights
- Other task that the agency may choose to have the home health aide to perform
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DUTIES:

1. Ensure quality and safe delivery of home care services.
 - Participates in development and implementation of client plans of care per home care agency policy and procedure, as appropriate.
 - Participates in client case conferences according to home care agency policy and procedure, as appropriate.
 - Information regarding client plans of care is submitted to the Administrator or Supervisor in a timely manner.
2. Implements current Home Health Aide services.
 - Client plans of care are discussed with the Home Health Aide on a regular basis.
 - Client clinical records are documented per Home Care agency policy and procedure.
 - Client assignments and reports are received from either the Administrator or the immediate Supervisor.

Acknowledgement:

***I have reviewed my job description and agree to perform all duties mentioned to the best of my ability; I understand that my job duties may change as the needs of the agency change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.**

Employee's Signature

Date