

Position Title: **Home Health Aide**
Reports directly to: Nurse Case Manager / Branch Manager
Date Created or Revised: November 2, 2014

POSITION SUMMARY:

Provide a broad range of client related care services, including social, environmental, and personal care, in a home setting, to enhance the capacity of household members to attain or maintain independence. Assists clients with activities of daily living (ADL's) which may include bathing, dressing, assist with grooming and personal cares, meal preparation, and transfer or repositioning.

CUSTOMERS:

The Aide provides services to the following customers in a multi-cultural setting:

- Clients and family members
- Referral Sources
- General public

PERFORMANCE RESULTS:

Program Skills

- Assist client with activities of daily living according to Home Health Aide Care Plan which may include assistance with bathing, hygiene, dressing, assistance with transfers, and range of motion.
- Obtain blood sugars, blood pressures, and weights when assigned by the RN with parameters to report.
- Assist client with self-administration of medication which includes opening medication bottles for client to obtain medication. Hand over hand guiding for self-administration of eye drops.
- Application of assigned durable medical equipment such as splints, hearing aids, or Compression Stocking.
- Other supportive tasks as assigned such as grooming, toileting, and light household activities.
- Accurately document cares provided to each client
- Communicate changes in client's condition to Nurse
- Communicate schedule changes or requests to Scheduling Coordinator
- Reportable events and grievances will be reported to the Branch Manager or Administrator.

Staff Development

- Required to complete 12 in-service hours per year
- Pass the annual skills evaluation

Rights and Responsibilities

- Clients' dignity and privacy will be respected
- Compliance with clients' rights, responsibilities and confidentiality

Program Quality and Productivity

- Timely and accurate completion of administrative and program documentation
- Documentation adheres to quality assurance guidelines

Health and Safety

- Occupational exposure to blood, body fluids and other potentially infectious materials
- Knowledge of regulatory safety requirements and mandatory reporting requirements

Community Perception/Marketing

- Advocacy on behalf of program and clients
- Freedom Home Health Care promoted as a quality, client-based service provider
- Positive representation of program to internal and external customers

Team Functioning

- Ability to work independently and as a team to coordinate services
- Active participation in team, staff, and other related meetings
- Exchange information and accept feedback offered in meetings

COMPETENCIES:

Must be 18 years old. Prefer a high school diploma or equivalent or a minimum of one year's experience in a related field. Must score 75% or above on written competency exam and skills demonstration in each required area. Prefer CNA training.

Client Relationships

Demonstrates the ability to build and maintain meaningful relationships with clients, staff, and customers through effective interpersonal skills.

Crisis Management

Demonstrates the ability to effectively deal with crisis situations during provision of service and notifies supervisor.

Other Job Related Competencies and Requirements

- For positions requiring client visits, employee must have reliable transportation and maintain a valid driver's license to operate a motor vehicle.
- Must submit, prior to hire, to various background checks to verify there are no convictions of crimes, founded child abuse and elder abuse reports, or unacceptable driving records.
- Maintains confidentiality concerning the work of the agency and projects a caring and professional manner with fellow workers and the general public.
- Culturally sensitive, able to recognize individual differences in order to manage relationships and interactions with others.

Physical Requirements

This position requires occasional bending, stooping, crouching, walking, kneeling, turning, standing for long periods of time, and lifting. Must be able to lift up to 75 pounds. 80% of time spent standing, 10% of time spent walking and 10% of time spent sitting. Must have average hearing and visual acuity.

The description is intended to provide information about the general nature of the job and is not an all-inclusive list of the job duties, skills, or abilities.

Employee Signature and Date