

**Job Title/Position:** *Certified Home Health Aide*

**Reports To:** *Nursing Supervisor*

## **JOB DESCRIPTION SUMMARY**

The home health aide is a paraprofessional member of the home care team who works under the supervision of a registered nurse or therapist and performs various personal care services as necessary to meet the patient's needs. The home health aide is responsible for observing patients, reporting these observations and documenting observations and care performed.

The home health aide will be assigned by a Registered Nurse in a manner that promotes quality, continuity and safety of a patient's care.

## **ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES**

Responsibilities of the home health aide include, but are not limited to, the following:

1. Providing hands-on personal care including:
  - A. Baths
  - B. Back rubs
  - C. Oral hygiene
  - D. Shampoos
  - E. Changing bed linen
  - F. Assisting patients with dressing and undressing
  - G. Skin care to prevent breakdown
  - H. Assisting the patient with toileting activities
  - I. Keeping patient's living area clean and orderly, as appropriate
2. Planning and preparing nutritious meals.
3. Assisting in feeding the patient, if necessary.
4. Taking and recording oral, rectal and axillary temperatures, pulse, respiration and blood pressure when ordered (with appropriate completed/demonstrated skills competency).
5. Assisting in ambulation and exercise according to the plan of care.
6. Performing range of motion and other simple procedures as an extensional therapy service as ordered (with appropriate completed/demonstrated skills competency).

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7. Performing simple procedures as an extension of nursing services as ordered (with appropriate completed/demonstrated skills competency)
8. Assisting patient in the self-administration of medication.
9. Doing patient's laundry, as appropriate.
10. Meeting safety needs of patients and using equipment safely and properly (foot stools, side rails, etc.).
11. Reporting on patient's condition and significant changes to the assigned nurse.
12. Adhering to the Organization's documentation and care procedures and standards of personal and professional conduct.
13. Participate in orientation in-service programs, staff meetings, case conferences, QAPI and Emergency Preparedness training.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

**POSITION QUALIFICATIONS**

1. Meets the training requirements and successfully completes:
  - A. A training and competency evaluation program that meets §484.80 (b) and (c); or
  - B. A competency evaluation that meets the requirements of §484.80 (c); or
  - C. A nurse aide training and competency evaluation approved by the state as meeting the requirements of §483.151 through §483.154 and is currently in good standing on the state nurse aide registry; or
  - D. The requirements of a state licensure program that meets the provisions of §484.80 (b) and (c).
2. At least 18 years of age.
3. Ability to read and follow written instructions and document care given.
4. Self-directing with the ability to work with little direct supervision.
5. Empathy for the needs of the ill, injured, frail and the impaired.
6. Possess and maintains current CPR certification.
7. Demonstrates tact, patience and good personal hygiene.

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8. Licensed driver with automobile that is insured in accordance with Organization requirements and is in good working order.

**JOB LIMITATIONS**

The home health aide will not function in any manner viewed as the practice of nursing according to the state's Nurse Practice Act. Specifically, the home health aide will not administer medications, take physician's orders or perform procedures requiring the training, knowledge and skill of a nurse, such as sterile techniques.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

Employee will be required to drive daily for meetings and/or visits to residential homes. Employee will work in varied residential environments based on assigned caseload.

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Employee Signature

Date