

Job Description

Job Title: Home Health Aide

Reports To: Personnel Coordinator

Professional Qualification:

Must possess and maintain a valid driver's license Personal car for travel or other methods of reliable and flexible transportation. Have and maintain a home phone, or cell phone. Be at least 18 years of age. Must possess good communication skills and be able to read and write. Have a clear criminal record per Public Health Code Section 20173. One year experience with client care in the Home Health Field. Able to meet health standards of employment. Must maintain current Cardio-Pulmonary Resuscitation Certification and TB Test. Must successfully complete orientation examinations and competencies.

Position:

Responsible for assisting the Registered Nurse, Licensed Practical Nurse in client care per the Plan of Care.

Primary Duties:

1. Documents client status and the care or service furnished policies and procedures, on a daily basis.
2. Reads and records temperature, pulse, and respiration.
3. Follows basic infection control procedures.
4. Understands and recognizes any and all changes in client's body function and reports such to supervisor.
5. Understands and practices appropriate and safe techniques in personal hygiene and grooming of both the client and self.
6. Knowledgeable in and performs safe transfer techniques and ambulation.
7. Performs normal range of motion and positioning for client as per the Plan of Care.
8. Prepares and administers adequate nutrition and proper fluid intake for client.
9. Maintains a clean, safe, and healthy environment.
10. Able to recognize emergencies and familiar with emergency procedures.
11. Understands and practices respect for the client and their property.
12. Assists the client with activities of daily living.
13. Homemaker responsibilities which include, but not limited to: Washing dishes, vacuuming, dusting, garbage removal, appliance cleaning, washing floors, washing counters and appliances. Shovel and salt the entrances (during inclement weather). Laundry tasks. Transportation of the client. Medication reminding.
14. Must be able to read and follow a Plan of Care which could include all of the above but not limited to them.

Secondary Duties:

- Follows the agency policy and procedure manual.
- Friendly and courteous to all employees and clients.

Physical Requirements:

- Maintains physical capabilities to perform all work-related duties.
- Ability to tolerate various levels of stress.
- Able to lift 30 lbs.

Working Conditions:

- Cares for physically combative clients.
- Potential exposure to hazardous substances (i.e., infections, chemo-therapy agents).
- Potential exposure to infectious diseases.
- Works in home and neighborhoods of a variety of social economic groups.
- Frequent lifting of clients.
- Emotional stress factor inherent in position.

I understand my job duties as a Home Health Aide (HHA), and can perform the above functions safely and efficiently. I am aware of, and understand if there is any reason that I (the employee) feel as though I cannot perform the essential functions of this position, with or without accommodation, I must so advise the agency.

Name

Date