

JOB DESCRIPTION HOME HEALTH AIDE

JOB TITLE: Home Health Aide

REPORTS TO: Registered Nurse

JOB SUMMARY: The Home Health aide carries out supportive duties for the Nursing Department of a health Care provider by performing specified. Non- Clinical medically related skills under the direction and supervision of a Registered Professional Nurse and other agency designated health care professional.

JOB RESPONSIBILITIES: (May,1 2020)

- 1 Follows personal care activities documented in a written assignment by a health professional (RN or Therapist). Activities include: assistance with personal care hygiene, activities of daily living.
 - 2 Encourages client participation in activities to the extent to which client is able.
 - 3 Assists with ambulation, eating dressing, shaving, and physical transfer
 - a. 4Assists client to bed. Commode, and/or chair.
 - 4 Turns and positions bed bound client
 - 5 Maintain appropriate documentation of all services as per agency policy and procedure
 - 6 Changes bed linen.
 - 7 Maintains a clean, safe, and healthy environment
 - 8 May grocery shop one time a week for list of ten items or less.
 - 9 Informs supervisor of any changes in client's condition or home situation.
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- 11 Performs any other task/duty that is specifically assigned by supervisor, and for which aide has been specifically trained. Documentation of specific training must be included in employee's personnel file and are restricted to the following.
 - A. Assisting with the change of a colostomy bag, reinforcement of dressing.
 - B. Assisting with the use of devices for aid to daily living such as wheelchair or walker.
 - C. Assist client to follow exercise program.
 - D. Assist with prescribed ice cap or collar

- E. Prepare and measure simple meals following dietary instructions
- F. Measure and records intake/output as assigned.
- G. Measures and records temperature, Pulse, and respiration on each visit
- 12 Supervises self-administered medication in the home limited to the following:
 - A. Obtaining the medication container from the storage areas. If applicable
 - B. Preparing necessary items such as juice, water, cups, or spoons to assist the patient in the self-administration of medication.
 - C. Remind the patient that patient that it is time to take the medication as prescribed.
 - D. Observing the patient self- administering the medicine.
- 13 Provides agency with required certificate and necessary information to be able to verify experience.
- 14 Complies with all agency policies and procedures.
- 15 Communicate with agency about any problems or concerns.
- 16 Complies with state regulatory acts.
- 17 Comply with all agency policies, procedures, rules and fraud compliance plan.
- 18 Comply with all regulating agency and accrediting body.
- 19 Maintain client confidentiality as per HIPAA, State, Federal, JCAHO, and agency policies
- 20 Attends all mandatory in-services.
- 21 Participates in staff meetings.
- 22 Perform other job duties as assigned.
- 23 Conducts self in a professional manner at all times and in all situations.

ACTIVITIES THE HOME HEALTH AIDE MAY NOT PERFORM INCLUDE:

- 1 Administration of medications.
- 2 Irrigation of urinary catheters, colostomies, or wounds.
- 3 Noso – gastric tube feeding or gastric irrigation and
- 4 Catheterization.
- 5 Applying heat by any method

- 6 Changing of sterile dressing
- 7 Any other services not included in the client's care package.
- 8 Any services requiring the skills of a licensed nurse and / or therapist.
- 9 Irrigate body cavities such as giving an enema.
- 10 Providing care to a tracheotomy tube.

QUALIFICATIONS:

- Must provide evidence of formal training and / or certification as a home health aide as required by state law and federal law.
- Must also provide evidence of competency training and evaluation as well as evidence of at least quarterly attendance at in-service education programs.
- Must have a sympathetic attitude towards the care of the sick as well as have the ability to read, write, and carry out job directions and the maturity and ability to deal effectively with the demands of the job.
- A minimum of one (1) year current experience and high school diploma is preferred.
- Able to read, write and speak English among other languages proficiency.

By my signature, I acknowledge and accept the responsibilities of this position. I am qualified by education and or experience to carry out these duties.

EMPLOYEES NAME: _____

EMPLOYEES SIGNATURE: _____ DATE: _____

ADMINISTRATOR'S SIGNATURE: _____ DATE: _____