

TITLE OF POSITION: HOME HEALTH AIDE

TITLE OF IMMEDIATE SUPERVISOR: SUPERVISING NURSE

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH

DUTIES OF POSITION

1. Provides personal care and related services in the home, under the direction, instruction and supervision of the Supervising Nurse. Providing services that are ordered by the physician.
2. Tasks to be performed by an HHA must be assigned by and performed under the supervision of an RN who will be responsible for the patient care/services provided by the HHA.
3. Provide hands on personal care, performing of simple procedures as an extension of therapy or nursing service, assisting in ambulation or exercise.

POSITION RESPONSIBILITIES

1. Following the patient's plan of care for completion of tasks assigned to a home health aide by the registered nurse or other appropriate skilled professional to provide, safe, competent care/service to the patient.
2. Help the client to maintain good personal hygiene and assists in maintaining a healthful, safe environment.
3. Plan and prepare nutritious meals.
4. Assist the client with ambulation as approved.
5. Encourage the client to become as independent as possible according to the care plan.
6. Maintaining an open communication process with the patient, representative (if any), caregivers, and family.
7. Gives simple emotional and psychological support to the client and other members of the household and establishes a relationship with client and family which transmit trust and confidentiality.
8. Honors the patient rights.
9. Observe and reports any changes in the client's mental or physical condition or in the home situation to the supervisor.
10. Perform routine housekeeping tasks as related to a safe and comfortable environment for the client.
11. Demonstrates competency with assigned tasks.
12. Complies with infection prevention and control policies and procedures.
13. Prepare a visit report promptly and incorporate same in the client record weekly.
14. Confirm on a weekly basis, the scheduling of visits so that other necessary visits by staff members can be coordinated.
15. Work with personnel of other community agencies involved in the client's care.
16. Attend in-service as required by regulation.
17. Confer with the Supervisor about client's status and care, participate in the planning of service.
18. Promptly report any change in client condition to the Supervisor.
19. Works within the Home Aide's scope of practice, as directed by a Registered Nurse or other appropriate skilled professional and reports in writing to the Supervising

Nurse.	
JOB CONDITIONS	
1. The ability to drive and assist clients in and out of a vehicle. The ability to access clients' homes which may not be routinely wheelchair accessible are required.	
2. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care.	
3. On occasion, may be required to bend, stoop, reach and move client weight up to 200 pounds; lift and/or carry up to 30 pounds.	
4. Must be able to communicate clearly, both verbally and in writing.	
EQUIPMENT OPERATION	
Use of BP cuff, thermometer and stethoscope and hand washing materials.	
COMPANY INFORMATION	
Has access to all client service records which may be discussed with the supervisor.	
QUALIFICATIONS	
1. Preferably a high school diploma or equivalent.	
2. Must have completed a minimum of 75 hours of training which includes an introduction to personal care services.	
3. Must be free from health problems that may be injurious to client, self and co-workers and must present appropriate evidence to substantiate same.	
4. Must comprehend the basics of personal care, housekeeping and meal preparation.	
5. Must understand and respect client's including ethics and confidentiality of care.	
6. Must have a criminal background check clearance, national sex registry clearance and OIG clearance.	
7. Must have a current CPR certification.	
ACKNOWLEDGMENT	
Employee Name	
Employee Signature	Date