

HOME HEALTH AIDE

The Home Health Aide provides personal care and related services in the home. He/she functions under the direction, instruction and supervision of the Staff Nurse and the Director of Nursing and/or appropriate supervisor.

Qualifications

- Completion of the 9th grade; prefer high school graduate
- Ability to read and write consistent with job requirements
- Completion of a basic Aide training program consistent with state and federal requirements and for which a certificate was obtained
- Satisfactory performance on a competency evaluation and annual reevaluation
- Preferably one (1) year of employment as a Home Health Aide
- Has the emotional and mental maturity necessary for establishing and maintaining a good work relationship with the client, client's family, and the personnel of the Agency
- Has a reliable means of transportation

Responsibilities

Tasks to be performed by an HHA must be assigned by and performed under the supervision of an RN or Therapist who will be responsible for the client care provided by the HHA. Under no circumstances may an HHA be assigned to receive or reduce any intravenous procedures, procedures involving the use of Levin tubes or Foley catheters, or any other sterile or invasive procedures, other than rectal temperatures or enemas. Except as otherwise noted, an HHA:

- Helps the client to maintain good personal hygiene
- Assists in maintaining a healthful, safe environment
- Plans and prepares nutritious meals. Markets when instructed to do so by the nurse.
- Assists the client with ambulation or exercise
- Assists in administering medications that are ordinarily self administered as approved and supervised by the nurse or therapist
- Assists with certain treatments as ordered by the physician and approved and supervised by the nurse
- Assists the therapy personnel as needed with rehabilitative processes
- Encourages the client to become as independent as possible according to the

- nursing care plan
- Attempts to promote client's mental alertness through involvement in activities of interest
- Gives simple emotional and psychological support to the client and other members of the household
- Establishes a relationship with client and family which transmits trust and confidentiality
- Prepares a report of his/her visit on the day it is performed and incorporates same in the clinical record weekly or as directed
- Reports any change in the client's mental or physical condition or in his/her home situation to his/her immediate supervisor, the Staff Nurse, or to the Aide supervisor
- Carries out his/her assignment as instructed by the nurse or the paramedical team and reports to the nurse when unable to do so
- Works with personnel of other community agencies involved in the client's care as directed by the Staff Nurse
- Performs routine housekeeping tasks as related to a safe and comfortable environment for the client, as instructed by the Professional Nurse
- Attends in-service as required by state and federal regulations
- Confirms on a weekly basis, the scheduling of visits with the Supervisor/Director, to coordinate necessary visits with other personnel
- Notifies the Agency of absences due to illness, emergency leave, normal vacation periods, or special professional meetings, which will affect agreed service with the Agency

Organizational Relationship

- Reports to Clinical Manager

Special Requirements

- Must have a car with required insurance coverage and a state driver's license or reliable transportation

Functional Abilities

- Able to communicate verbally and in writing to the extent required by the position
- Able to physically perform the duties required by the position
- Able to travel to prospective clients' residences