

**SPOON RIVER
HOME HEALTH SERVICES**



"Bridging the Gap in Healthcare"

HOME HEALTH AIDE

Responsible to

Home Health Nurse, Support Services Manager

Description

Provides support services, under the supervision of the appropriate professional staff, that assist the client or family in the achievement of physical and emotional comfort.

JOB DUTIES/KNOWLEDGE

- _____ 1. Provides personal care services, such as:
 - ~ reading and recording temperature, pulse and respiration
 - ~ maintaining a clean, safe and healthy environment
 - ~ bed, sponge, tub or shower bathing
 - ~ shampooing in sink, tub or shower
 - ~ caring for nails and skin
 - ~ oral hygiene
 - ~ assisting with toileting and elimination.
- _____ 2. Applies safety principles and proper body mechanics to the performance of specific techniques of personal and supportive care such as ambulation of clients, transferring clients, assisting with the normal range of motion and positioning and doing household chores.
- _____ 3. Prepares and provides adequate nutrition and fluid intake: provides medically prescribed diets under supervision.
- _____ 4. Performs homemaking and other environmental services that facilitate receiving sanitary and safe care at home.
- _____ 5. Observes, reports and documents changes in client status or expectations of service promptly to a supervisor or professional.
- _____ 6. Understands basic elements of body functioning and reports changes in client body functions as indicated.
- _____ 7. Recognizes emergency situations and implements appropriate emergency procedures when indicated.
- _____ 8. Demonstrates utilization of good basic infection control procedures and follows agency procedures, especially with regard to infection control, handling of hazardous wastes, and safety measures in all instances.
- _____ 9. Accurately documents care provided and submits visit records and mileage logs within 24 hours of visit.
- _____ 10. Attends inservice programs according to agency policy. Attends client care conferences as directed.
- _____ 11. Renders services in strict accordance with the written plan of care.

JOB PERFORMANCE

Demonstrates initiative and skills in planning and organizing work

- _____ 1. Demonstrates a desire to set and meet objectives and to find increasingly efficient ways to perform tasks.
- _____ 2. Completes work, care and documentation with accuracy and within agency time frames.
- _____ 3. Requires minimal supervision and is self-directed.

MISSION/AGENCY STANDARDS

Demonstrates organizational awareness and commitment

- _____ 1. Understands and appropriately applies the chain of command in relation to job position and supervision.
- _____ 2. Knows and understands the agency mission in relation to own job position.

Observes confidentiality policy at all times

- _____ 1. Protects and honors customer and coworker confidentiality.
- _____ 2. Respects customers and coworkers right to privacy.

Observes attendance and attire policies

- _____ 1. Meets attendance and punctuality expectations.
- _____ 2. Demonstrates cooperation with scheduling requests to meet agency needs.
- _____ 3. Consistently adheres to agency dress code.

Complies with all other related policies, procedures and requests

- _____ 1. Recommends and/or supports changes to policies and procedures.
- _____ 2. Demonstrates knowledge of policies and procedures applicable to own job position.
- _____ 3. Adheres to policies and procedures. Honors requests of management for interim rules.

Conserves agency resources

- _____ 1. Maintains agency property, supplies and equipment in a manner that demonstrates ownership and accountability.
- _____ 2. Maintains the work area to reduce the likelihood of safety hazards and to enhance its general appearance.

COMMUNICATION SKILLS

Demonstrates interpersonal understanding and utilizes effective communication skills

- _____ 1. Considers effects of words and actions on others.
- _____ 2. Utilizes listening skills that indicate understanding and promotes accurate interpretation of others concerns, motivations and feelings.
- _____ 3. Recognizes the influence of beliefs and cultures on behaviors and accepts strengths and limitations in others.
- _____ 4. Works toward resolution of interpersonal conflicts as they arise.
- _____ 5. Recognizes when others are in need of information, assistance or direction and consistently offers and provides help.
- _____ 6. Attends and participates positively in meetings.
- _____ 7. Regularly reads and appropriately applies information to practice.
- _____ 8. Uses words that express respect, patience and understanding in interactions with others.
- _____ 9. Acknowledges others verbally and nonverbally (eye contact, expression, tone of voice) promptly and courteously.
- _____ 10. Follows appropriate phone etiquette.

Exhibits behaviors of cooperation

- _____ 1. Develops cooperation and collaborative work efforts that generally benefit all involved parties.
- _____ 2. Demonstrates the initiative to meet the needs of the agency by assisting coworkers when work load permits.

PERSONAL/PROFESSIONAL DEVELOPMENT

Continuing education and personal/professional development responsibilities

- _____ 1. Maintains personal health status requirements in relation to job position.
- _____ 2. Maintains professional licensure/certification.
- _____ 3. Maintains current personnel file information and provides information to agency in timely manner.
- _____ 4. Sets own development challenges and volunteers to learn.
- _____ 5. Assists with orientation of new personnel.
- _____ 6. Adheres to agency infection control and safety policies, including education, reporting, and practice implementation specific to job position.

- _____ 7. Attends agency provided inservice programs to fulfill requirements of position and agency policies.

Exhibits adaptability, flexibility, self-control and maturity in work and behavior

- _____ 1. Maintains stable performance and emotions when faced with opposition, pressure and/or stressful conditions.
- _____ 2. Recognizes codependency issues in caregiving roles and exercises caution in relationships to maintain objectivity.
- _____ 3. Develops work relationships that honor and respect others' strengths and abilities.

QUALIFICATIONS

1. Certified by the state as a home health aide.
2. Successful completion of a nurse aide course that meets federal/state requirements.
3. Successful completion of the written competency exam and the skills demonstration evaluation required for home health aide certification by the agency.
4. Takes oral and written instruction well.
5. Works in a team responsibly and independently without direct supervision.
6. Records observations and activities.
7. Good communication skills.
8. Knowledge and Abilities:
 - a) Demonstrated knowledge and skills necessary to provide care to and communicate with primarily the geriatric population, and to a lesser degree the pediatric and adult populations.
 - b) Demonstrated knowledge of the principles of growth and development over the life span.
 - c) Able to assess data reflecting the client's status and interpret the appropriate information needed to identify each client's requirements relative to their age-specific needs.

DEGREE OF TRAVEL

Home visits daily. Periodic office meetings. Must have reliable transportation and agency-required liability insurance.

DEGREE OF DISRUPTION TO ROUTINE, OVERTIME

Must be able to adapt to client status and needs as directed. Schedule changes daily, due to staffing, client condition and needs, new clients, etc.

SAFETY HAZARDS IN JOB

Possible infections from clients, auto accidents, unsafe neighborhoods.

JOB TITLE: Home Health Aide/Personal Care Aide

PHYSICAL DEMANDS	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit		X		
Stand				X
Walk				X
Bend/Stoop				X
Squat				X
Crawl		X		
Climb		X	X	
Reach Above Shoulder Level			X	
Kneel				
Balance				X
Lift, Carry, Push, Pull				
Maximum 10 Lbs.				X
Maximum 20 Lbs.				X
Maximum 50 Lbs.				X
Maximum Over 50 Lbs.			X	
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

Environmental Conditions	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside		X		
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		

Hazards, Exposure	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes				X
Toxic Chemicals			X	
Needles/Body Fluids				X
Radiation	X			
Chemotherapeutics	X			

Occasionally = 1% to 33% of the time
 Continually = 67% to 100% of the time

Frequently = 34% to 66% of the time