



## **Home Health Aide Job Description**

- **Qualifications**
  - One or more of the following criteria: Complete an approved training program and competency evaluation; competency evaluation and in-service training
  - Satisfactory compliance with ComForcare bonding criteria.
  - Demonstrated ability to effectively communicate and interact with clients, families, co-workers, and all supervisors in the English language.
  - Ability to accurately follow and process written and verbal instructions.
  - Satisfactorily demonstrate and perform competency in clinical skills through competency checklist and skills demonstration test.
  - Minimum score of 80% on competency exam.
  - Supervised By: Administrative Coordinator or Director of Nursing
- **Physical Requirements**
  - Eighteen years of age or older.
  - Visual and hearing capacities functioning at a level sufficient enough to provide for the supervisory and physical care needs of clients.
- **Job Description**
  - The home health aide provides specifically defined care under the supervision of a Registered Nurse to enable the client to remain in the home. The home health aide is a non-licensed health care employee who provides personal care and homemaking services in the home setting to clients and families who are unable to perform these activities independently. The home health aide conforms to all agency policies and procedures including providing care, compliance with agency Bill of Rights, observing client/family confidentiality, and adhering to agency dress code.
- **Routine Duties – Personal Care Services**
  - Bathing, assistance with dressing, nail and skin care, back care, foot care, shampoo and hygiene.
  - Assistance with ambulation, transfers, range of motion exercise, safe use of equipment and assistive devices (walker, crutches, cane, etc.), change of position.
  - Assistance with toileting; use of bedpan, commode, catheter, or urinal; incontinent care.
  - Meal planning, preparation, and assistance with feeding.
  - Emotional support and motivation through conversation, encouragement, and recreational activities.
  - Maintenance of appropriate agency records.
  - Present and conduct themselves in a professional manner according to agency policy.
  - Adhere to infection control and safety procedures which are in accordance with agency policy.
  - Catheter Care – Emptying catheter bags and measuring intake/output
  - Monitor/Record vital signs
  - Provide care for any assistive devices/equipment (braces, slings, walker, and/or hoses).
  - Monitor intake and/or output
  - Provide diabetic care, including monitoring hypoglycemia or hyperglycemia, urine testing, and preparation of special diet.
  - Application of warm/cold compresses for any clinical symptoms as ordered in care plan.
  - Assistance with Range of Motion exercises.
  - \* Exceptions can only be made at discretion of Director of Operations and RN assigned to case.
- **Household Management**
  - Light housekeeping – including changing of bed linens, vacuuming, sweeping, dusting of client's environment, emptying client's wastebaskets and garbage. Refrigerators are defrosted, when necessary, if client or caretaker is unable to do so. Cleaning of the bathroom includes bathtub, sink, and toilet. The floor should be vacuumed and mopped if it becomes wet. Cleaning of kitchen includes washing dishes, countertops and the floor.

- Personal laundry – The laundry that is essential to client's health care. Laundry for any family members or others in the same home is not the responsibility of caregiver.
- Grocery shopping, errands.
- Performance Standards
  - Provides care in compliance with agency's established protocols and as specifically outlined in the client's service plan in a competent, safe, and timely manner.
  - Reviews or responds to all correspondence in a timely manner
  - Documents activities on required agency records.
  - Submits paperwork in a timely manner per agency policy.
  - Observes, reports and documents client's status and care provisions in a timely manner and according to agency policy.
  - Attends mandatory in-services.
  - Attends additional in-services as schedule allows.
  - Functions in a positive and professional manner.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_