

Cedar County
Tipton, Iowa
Position Description

Position title	Home Health Aide
Reports to	Home Health Manager

Position purpose

The Home Health Aide assists and/or provides personal care to patients/clients of all ages and cultures and at all stages of health and illness, including end of life, addressing the psychosocial, physical, environmental, and health-related behaviors identified needs in order to obtain the optimal health status of the patient with the objective to allow the patients to remain safely in his/her place of residence for as long as possible.

The Home Health Aide also provides homemaking and respite services for Cedar County residents. Homemaking services are provided to allow clients, who due to health issues are no longer able to complete homemaking tasks, to remain safely in his/her residence for as long as possible. No personal care may be provided during homemaking services. Respite services are provided to relieve the caregiver of the responsibilities for providing care for the client. Personal care tasks may be completed during respite services.

Key position responsibilities (with a sample task)

- Provide quality, safe personal care to home health patients as indicated on the plan of care for the patient
I.E. The home health aide follows the approved written procedures for the personal cares of a patient including bathing, oral hygiene, grooming, and range of motion exercises.
- Provide a safe and healthy home environment for the patient/client as indicated on the plan of service
I.E. The home health aide demonstrates safety awareness by being constantly aware of potential unsafe conditions, practices skills safely, corrects an unsafe condition or notifies the appropriate person, and takes precautions to avoid future problems.
- Provide respite services as indicated on the plan of service to relieve the caregiver of providing care for the client
I.E. The home health aide provides, according to the plan of service, the nutritional needs of respite clients by preparing diet appropriate meals and snacks.
- Maintain accurate, detailed documentation of the care/services provided
I.E. The home health aide documents care/service provided to patients within 24 hours of the completion of the care/service.
- Communicate significant findings/changes with the Registered Nurse
I.E. The home health aide notifies the assigned Registered Nurse of any significant changes in the patient/client through immediate verbal communication and subsequently written documentation.
- Use relevant information and individual judgment to ensure events or processes comply with departmental policies and procedures, federal and state laws, regulations, rules, or standards

I.E. The home health aide identifies tasks within his/her ability to complete and communicates any request from a patient/client or the patient's/client's family if the request is not in his/her scope of practice.

- Recognize and implement fiduciary responsibility
I.E. The home health aide communicates any change in the provided schedule immediately to the Home Health Manager.

Qualifications

Education and Experience

High school graduate or GED certificate. Certified Nursing Assistant certificate plus thirteen hours of education specific to home care aide OR 60-hour home care aide training: A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide OR 75-hour certified nurse aide course and Direct Care Worker II education. Prior home health aide experience preferred.

Specialized Knowledge

Must be able to successfully complete education and/or certification in Home Health Aide Competency Test, Basic Life Support, infection control, blood borne pathogens, age specific competencies, and other education and competencies as assigned by the Manager or Director. Must complete 12 hours of in-service training per calendar year.

Skills

- Active listening
- Reading comprehension
- Communication—verbal, non-verbal, written
- Time management
- Monitoring
- Active learning
- Coordination
- Persuasion
- Negotiation
- Equipment selection and usage
- Customer and personal service
- Collaboration
- Motivator
- Team member
- Stress management

Abilities

- Follow directions
- Sympathetic attitude toward the care of the sick
- Oral expression and comprehension
- Written expression and comprehension
- Speech recognition
- Manual dexterity
- Advocating

Certifications

Must have and maintain a valid Iowa Driver's license.

Working conditions

Required to travel, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes, pests, smoke, pets,

excrement, chemicals, and blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

Will be on call during weekends and holidays in rotation with other staff aides. On call hours will be 8:00 a.m. to 4:00 p.m.

Physical requirements

Regularly required to stand, walk, stoop, kneel, crouch, crawl, sit, climb and, balance. Must frequently and consistently carry, lift and/or move up to 40 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to talk, hear, and feel. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus.

Direct reports

None

Internal and External Contacts

Internal: Case Management, Auditor’s Office, Human Resource

External: Families of patients/clients, caregivers, Hospice Agencies, and others as necessary

Approved by:	<i>Cedar County Board of Health</i>
Date approved:	<i>January 16, 2015</i>
Reviewed:	

This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.

Compensation Committee Ranking

December, 2014

- Decision making—2
- Supervisory—1
- Experience—2
- Education—2
- Budget Impact—1
- Contacts—2
- Physical Skills—3
- Working Conditions--2
- Total--15