



HOME HEALTH AIDE (HOMEMAKER AND PERSONAL CARES)

PRIMARY FUNCTIONS

- Provides basic personal patient care in the home under the direction of appropriate licensed personnel.
- Complies with all rules and regulations governing the activities of Bremer County Health Department.

REPORTS TO

- Clinical Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrates the skills and judgment necessary to provide direct care to patients under the direct supervision of licensed personnel.
- Observes and reports patient's status and needs.
- Obtains weights, vital signs, and reports results.
- Updates patient intake/output, including oral intake, measured urine output, and measured urinary catheter output after emptying.
- Assists patient with ADL's, feeding and meals, and elimination needs.
- Transfers, moves, and repositions patients.
- Makes occupied/unoccupied beds.
- Maintains proper hygiene of patient and environment.
- Prepares nutritious meals, including meal planning and shopping, if needed.
- Maintains accurate and legible clinical record which reflects tasks done as assigned or acceptable reason if unable to complete.
- Plans performance of tasks to meet patient needs by considering priorities, lifestyle, plan of care, and established time schedules.
- Assists with evaluation of outcomes of services provided to patients.
- Follows oral and written instructions and accepts supervision.
- Works as an effective team member in meeting patient/family needs.
- Maintains complete and accurate statistical reports of daily activities (day sheets).
- Implements nursing assistant specific interventions set by each individual patient care plan as directed by appropriate licensed personnel.
- Interacts appropriately with the age and developmental levels of patients and families served.
- Organizational Responsibilities
 - Appearance: Grooming and dress routinely expresses respect for patients and coworkers. Also demonstrates concern for the appearance of the work environment by helping to keep the facility and work areas clean and orderly at all times.
 - Attendance: Meets attendance and punctuality guidelines of the organization. Attends meetings and inservice programs as required.
 - Communication: Organizes and expresses ideas clearly, using appropriate documentation and communication methods. Responds to requests from patients and coworkers in a timely manner, and communicates with them to ensure they are satisfied and that their needs are being met. Accepts constructive feedback in a positive manner.
 - Compliance: Complies with all policies and regulations governing the activities of the organization.
 - Cultural Diversity and Sensitivity: Is aware of differences and is sensitive to the needs of different cultures. Modifies behaviors and communications to accommodate these differences.
 - Customer Focus: Demonstrates the knowledge and skills necessary to provide appropriate care and service to customers and/or patients based on their physical, psycho/social, educational,

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safety, and other related needs. Exemplifies and encourages others to focus on the customer and fosters an environment where customer service is a priority.

- Mission, Vision, and Values: Maintains positive attitude and demonstrates commitment to the organization's mission, vision, and values at all times.
- Performance Improvement: Participates in performance improvement activities at both the departmental and organizational levels.
- Privacy and Confidentiality: Never accesses or divulges confidential information without clear authorization and a genuine need-to-know. Is aware of HIPAA regulations and acts accordingly.
- Professional and Self-Development: Identifies personal strengths and weaknesses, and targets areas for self-development. Participates in educational opportunities and works toward developing new skills and enhancing existing skills.
- Safety Awareness: Reports any and all accidents and incidents promptly and completely. Reports and/or corrects safety hazards as encountered. Demonstrates awareness of safety regulations and policies of the organization in daily work.
- Teamwork: Builds rapport with coworkers to support a team environment. Exchanges ideas and contributes skills that complement those of the other team members. Fulfills commitments to team members.
- Time Management: Manages time and prioritizes tasks to ensure that deadlines are met. Utilizes available resources when needed.
- Volunteerism: Volunteers to assist with employee activities and committees. Also supports and participates in community events.

MINIMUM REQUIREMENTS

- Education, Experience, and Training
 - Must possess high school diploma or equivalent.
 - Must have satisfactorily completed a minimum of 75 hours of Nursing Assistant training.
 - Must possess valid BLS certification.
 - Must have valid completion of Mandatory Reporter training for Child and Dependent Adult Abuse.
 - Must possess valid Iowa driver's license.
 - Must be able to read, speak, and write fluent English.
- Physical Requirements
 - Sitting – Approximately 25% of shift.
 - Standing – Approximately 50% of shift.
 - Walking – Approximately 50% of shift.
 - Lifting – Approximately 50 pounds.
 - Twisting – Infrequent.
 - Bending – Moderate.
 - Squat/Kneel – Approximately 25% of shift.

WORK ENVIRONMENT

- May come in contact with hazardous chemicals or treatment modalities.
- The possibility exists of exposure to communicable disease due to working in a healthcare environment.
- Involvement in patient care may result in unavoidable work-related illnesses.



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This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by his/her manager.

Requirements are representative of the minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship with Bremer County Health Department.

Adopted: 07/10

Revised: 01/01/12, 10/21/15, 11/16

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____