

Johnson Memorial Health Services

Job Description

Position:	Home Health Aide/Office Assistant
Department:	Homecare
Reports To:	Home Health Manager
Days/Hours:	Monday-Friday, routinely 8:00 am to 4:30 pm. May be scheduled by agency under arrangement to meet client needs earlier or later time, with RN back up available. This position is for up to 30 hours a pay period.
Effective:	June 2011
Reviewed:	June 2011, April 2012, December 2014

JOB SUMMARY

To provide assigned personal care and delegated health-related services under a physician ordered plan of care to homecare clients as directed by RN staff.

ESSENTIAL FUNCTIONS

- Follows the written assignment for client's care as instructed by the RN with during initial visit and as updated by the RN. Performs only those activities as assigned by the RN.
- Follows visit schedule as written by agency director.
- Assists with bathing (tub, shower, and bed bath) to clients including perineal care.
- Assists client with transfers and use of assistive devices (cane, walkers, wheelchair, etc.) that do not require lifting over 50#. Agency will provide additional training in use of mechanical lift if required for client or staff safety.
- Assists client with rehabilitative services to include ambulation or specified exercise program.
- Assists client with toileting.
- Provides routine catheter care.
- Assists with positioning, lifting, and turning clients.
- Assists client with grooming including routine nail care (non-diabetic), oral care, shampoo and set.
- Provides skin care with bathing and inspects for areas of redness or breakdown.
- Assists client with dressing, application of compression stockings or wraps, or orthotics.
- Performs pulse, blood pressure, or weight.
- Assists with oral cares, care of dentures.
- Assists client to collect urine, stool or sputum specimens.
- Appropriately uses personal protective equipment when exposure risk is present.
- Recognizes emergencies and immediately accesses emergency medical services for same.
- Provides first aide care until ambulance arrival.
- Reports all instances of abuse or neglect to common entry point and notifies agency.
- Performs meal preparation from client's supplies following the directions of RN for any special diet restrictions or needs.
- Assists client with meal setup or feeding.
- Provides verbal medication reminders or checks medication dispensers for client compliance with medications.

- Able to perform delegated nursing functions such as simple dressing changes, eye drop administration, application of ointments, assist with O2 therapy (monitoring flow rate), apply compression stockings or ace wraps, and home glucose monitor use only after training and competency testing is completed for specific tasks and if ordered by MD.
- Maintains a clean safe work environment by cleaning bathroom after use, kitchen if preparing meals. Puts away all supplies after use.
- Reports all home safety concerns to agency.
- Reports pertinent observations and significant changes in a client's condition to the agency
- Maintains current and accurate patient records.
- Is able to perform all functions listed in homemaker job description.
- Attends 80% of scheduled staff meetings.
- Completes assigned Health Care Academy lessons annually.
- Completes minimum of 12 hours of continuing aide education annually (includes hours from Health Care Academy).
- Knowledge of basic computer skills
- Follows JMHS Standards of Behavior as listed in policy.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possess valid state's driver's license.
- Have access to use of reliable enclosed motor vehicle.
- Possess auto liability insurance minimal of \$100,000.
- Accessible by phone when not working.
- Possess ability to efficiently arrange assigned work without direct supervision of nurses or frequent directions from clients.
- Good verbal communication skills.
- Customer service orientation.
- Ability to recognize and report to agency changes in client's condition that is significant.
- Knowledge of basic computer skills, scanning, and typing.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

- Successful completion of nursing assistant/ home health aide course (preferred) or successful completion of competency testing by the home care agency.
- CPR certified for adults. Child and infant CPR certified prior to caring for this age group.
- Previous experience in long term care or home care preferred.

SUPERVISORY RESPONSIBILITIES (if applicable):

- None

MINIMUM PHYSICAL REQUIREMENTS (if any): (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Note: in terms of an 8 hour workday, “Occasionally” equals 1% to 33%, “Frequently”, 34% to 66%, “Continuously”, 67% to 100%

In an 8 hour workday, employee must:									
	(Hours at full capacity for each activity)								
Position	None	1	2	3	4	5	6	7	8
Sit		X							
Stand				X					
Walk					X				

Employee’s job requires he/she:					
Activity:	Not at All	Occasionally	Frequently	Continuously	Comments
Bend/Stoop			X		Floor care, ADL assist
Squat		X			ADL assist
Crawl		X			ADL assist
Climb (Height 8 ft)	X				
Reach above shoulder level		X			Housekeeping tasks
Crouch		X			ADL assist
Kneel		X			ADL assist
Balance			X		ADL assist
Push/Pull (# 25)		X			Vacuuming, wheelchair use

Employee’s job requires he/she carry:					
Weight Carried:	Not at All	Occasionally	Frequently	Continuously	Comments
Up to 10 lbs.			X		Laundry
11-24 lbs.		X			Laundry
25-34 lbs.	X				
35-50 lbs.	X				
51-74 lbs.	X				
75-100 lbs.	X				
Over 100 lbs.	X				

Job requires employee must use feet for repetitive movements as in operating foot controls:		
Repetitive movements with foot controls:	YES	NO
Right		X
Left		X

Job requires employee use hands for repetitive action such as:							
Hand Repetitive Movements:	Simple Grasping		Firm Grasping		Fine Manipulating		Comments
	YES	NO	YES	NO	YES	NO	
Right Hand	X		X			X	
Left Hand	X		X			X	
Both Hands	X		X			X	Patient care, HMK

Does the employee's job require:			
Activity:	YES	NO	Describe if Yes
Working on unprotected heights?		X	
Working on uneven terrain?	X		Walking outdoors to get to home from car
Working on wet/damp surfaces?	X		Bathroom floors
Operating moving equipment?		X	
Operating vehicles?	X		Driving to visits
Use of tools?		X	
Use of telephone?	X		Receiving phone messages from agency
Use of keyboard/computer terminal?	X		Charting (less than 1/2 hour/week)
Working under time pressure?	X		Adhering to schedule
Working rapidly for long periods?		X	
Working alone?	X		Alone in client home
Close work?		X	
Good vision (close/distance/peripheral & depth perc)	X		Driving, client observation
Good color vision?	X		Client observation
Good hearing?	X		Client observation
Good speaking?	X		Clear communication with co-workers, clients
Reading?	X		Care instructions
Writing?	X		Communication to co-workers
Simple arithmetic?	X		Addition of mileage
Mathematics?		X	
Weighing and /or measuring?		X	

The work environment where the job is carried out:			
Job environment:	YES	NO	% of Day Spent
Indoors	X		80%
Outdoors	X		5%
At a desk or bench		X	
In a car or truck	X		15%
In an office		X	

Is the employee exposed to:			
Exposed to:	YES	NO	Describe if Yes
Bloodborne Pathogens/Infectious diseases?	X		Potential exposure performing personal cares
Chemicals/respiratory hazards?	X		Home cleaning supplies
Noise?		X	
Dust, fumes & gases?		X	
Extreme heat or cold?	X		When traveling
Cramped areas?		X	
Working close to electrical current?		X	
Other hazards?			

Exposure Determination: For More Information: See Your Supervisor					
Category I		Category II		Category III	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
YES	NO	YES	NO	YES	NO
X					

MENTAL DEMANDS:

Does the employee's job require:		
Activity:	YES	NO
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.		X
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	X	
Must be able to analyze situations and select a course of action.	X	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.	X	
Must be flexible and willing to undertake a variety of tasks.	X	
Must possess the ability to accept change and respond appropriately.	X	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	X	
Must possess visual and mental attention to position content with accuracy.	X	
Must possess excellent memory and organizational skills.	X	
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	X	

DISCLAIMER:

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor's right to modify assignments as necessary. This document does not create a contract for employment.

RECEIPT/ACKNOWLEDGEMENT:

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee Printed Name: _____

Employee signature: _____

Date: _____