

## **Homecare with Heart**

### Job Description

### **Home Health Aide**

Responsible for:	Providing personal care and homemaking duties to homecare clients
Qualifications:	Two years' experience as a Home Health Aide in homecare, hospital, nursing home or assisted living facility
Supervisor:	Operations Director

### **Responsibilities:**

#### **Personal Care**

- Provide personal care and homemaking as ordered by the supervising Registered Nurse
- Be polite and courteous while providing care
- Recording of vital signs, record intake and output, empty drainage bags
- Personal care assistance from bed bath to assisting in shower, hair care including shampoo and comb/brush, perform mouth and skin care, perform AM/PM care, which includes washing client's face, hands, assisting with brushing teeth/dentures, and making the bed (washing linens as needed)
- Safely transfer client from bed to chair and chair to bed
- Walk client as directed
- Assist in range of motion exercises
- Help client with dressing and undressing
- Assist client with drainage bag changes and ostomy/stoma cleaning care
- Assist client to self-administer physician ordered medication
- Prepare and maintain hot water bottle and/or ice-packs as directed

#### **Household:**

- Plan and prepare client's meals following appropriate diet
- Wash, dry and put away dishes as needed, take out the garbage
- Change sheets on client's bed as often as necessary
- Perform light housekeeping duties: clean entire bathroom, wipe fixtures and all areas used by the client, sweep and wet-mop floors and dust and vacuum all areas used by the client including bedroom & living room, clean inside refrigerator, inside oven, inside microwave and stovetop as needed
- Launder client's clothing

- Run errands to pharmacy and grocery store
- Clean any medical equipment used by the client such as a cane, walker, wheelchair, etc.
- Adhere to all guidelines defined by HIPAA to protect client confidential information
- Participate in Performance Improvement
- Other duties as assigned by the Operations Director and Clinical Director

**Documentation:**

- Documentation of time spent in clients' home performing the above duties is completed by utilizing the Electronic Visit Verification System in real time.

**Abilities and Knowledge:**

- Ability to observe signs/symptoms that may indicate a change in the client's condition or in that of his/her family and report to appropriate supervisor
- Ability and willingness to follow schedule as assigned
- Ability and knowledge to assist with client rehabilitation adhering to the Plan of Care
- Ability to exercise common sense, tact, good judgment and enthusiasm in dealing with clients, family members and office staff

**Accepting Responsibility by the employee:**

- Provides evidence of health status as required
- Completes orientation class and adheres to all policies and procedures of Homecare with Heart
- Reports availability monthly to the scheduler using appropriate forms
- Satisfactorily completes appropriate monthly in-service requirements in a timely fashion
- Performs responsibilities defined in the job description safely and competently
- Communicates problems to the appropriate supervisor/staff member
- Practices client\agency confidentiality at all times

**Performance Evaluation:**

The Operations Director completes annual evaluations with input from appropriate office personnel

**Additional requirements:**

- A valid driver's license, vehicle and vehicle insurance
- Must be able to read and understand various documents used by the agency including Plan of Care, flow charts, client charts, agency policies and procedures
- Knowledge of Medical Terminology is helpful
- Must be able to use a computer, lap top or tablet
- Requires math skills including ability to add, subtract, multiply and divide whole numbers
- Must be able to think independently, recognize potential problems, gather information, and know when to contact a supervisor
- Employees must promote customer service and provide exceptional client care at all times, doing whatever we can to please our clients while staying within the rules of the agency

## Physical Demands

Constantly walk about;	Constantly reach by extending arm(s) in various directions;
Constantly hold, grasp, turn or work with hand(s);	Constantly use fingers to move objects;
Frequently balance client to prevent a fall or unexpected movement;	Frequently climb up and down steps, ramps, etc;
Frequently bend at the waist;	Frequently stoop or bend knees;
Frequently stand on feet in one place;	Occasionally need to sit in a normal seated position;
Occasionally pull an object over 50lbs. toward you;	Occasionally kneel;
Occasionally carrying objects over 50lbs. in hands, arms or resting on shoulders;	Occasionally push an object over 50lbs. keeping it in front of or moving away from body;
Occasionally lift objects of 50lbs. from one level to another level;	Occasionally crawl by moving around on hands and knees;
Occasionally need to have visual focus and a better than average attention span;	Occasionally demands strenuous physical effort such as handling, walking, climbing, sitting, standing, transferring/turning bed-bound clients;
Occasionally be visiting a work environment that may require safety precautions including protective clothing such as masks, gowns, goggles, face shields, etc. Some conditions may include visiting an environment having a contagious disease, chemicals or irritants.	Adverse weather conditions may also require caution.

I understand and agree to adhere to the responsibilities and all requirements of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homecare with Heart Representative

\_\_\_\_\_  
Date