

Home Health Aide

General Definition of Work

Performs a wide array of personal cares and other supportive cares for hospice patients and their families, and related work as apparent or assigned. Work is performed under the close supervision of the Public Health Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Reads and comprehends the Plan of Care for each patient on a daily basis. Follows all instructions as contained in the Plan of Care.

Provides care to patients in a variety of living settings.

Follows all rehabilitation procedures, such as those describing lifting, transferring, ambulating, and positioning of patient.

Assists the patient with hands on care for all activity of daily living as contained in the patient's Plan of Care. This includes dressing and undressing, grooming, oral cares, toileting, bathing, showering, ambulation, positions, transfers, and range of motion exercises while maintaining dignity and comfort for the patient. Talks with and listen to patients during cares.

Observes patient's skin condition and assists with treatments as directed by the Registered Nurse. Cleans skin including perineal area. Observes for and report any open wounds, rashes, and any other breakdown in skin integrity.

Assists the patients with all elimination needs; changing briefs, toileting, commode transfer, catheter care, emptying and cleaning colostomy bags and report output.

Assists patient with nutritional needs according to patient's Plan of Care. Offers fluids and/or other nourishment to patient according to schedule and whenever needed.

Participates with the Interdisciplinary Team in the development of the patient and family plan of care by reporting any changes in physical or mental status, and observation about family function and home environment to the hospice RN case – manager.

Promotes patient's right to make personal choices to accommodate his/her needs.

Performs incidental household tasks such as housekeeping, laundry, meal preparation, and grocery shopping.

Provides needed assistance and encouragement in getting patients in a facility to and from activities and events that provide opportunities for socialization if patient desires.

Provides emotional support and comfort to patients and families.

Documents patient visits and interactions in accordance with agency procedure.

Participates in creating and maintaining a team approach in which the patient comes first. Is responsible for creating a home like environment for each patient.

Trains and provides orientation to new and/or current employees as directed.

Provides support and reinforces the team's teaching of the patient's caregivers.

Maintains confidentiality, adheres to safety policies and procedures, maintains and promotes safe work environment for patients, families and caregivers.

Takes and records vital signs including blood pressure, temperature, pulse, and respiration as directed by Registered Nurse.

Travels to/from patient's place of residence. Delivers/picks up supplies/medications.

Takes direction from the hospice RN or hospice supervisor and reports significant changes in patient condition to hospice, RN Case-Manager.

Attends all staff meetings, team meetings, trainings, workshops, conferences, and staff development opportunities.

Contributes to the development of organizational competencies that strengthen the quality and performance of public health practice and participates in organizational capacity building and training activities to advance public health competencies.

Knowledge, Skills, and Abilities

Required Competency and Skills: Knowledgeable of Tier 1 Public Health Core Competencies and demonstrates commitment to increasing individual skills in all eight focus areas to include: Data Analytics and Assessment, Policy Development and Program Planning, Communication, Health Equity, Community Partnership, Public Health Sciences, Management and Finance, and Leadership and Systems Thinking.

General knowledge of organization and department policies, practices and procedures; hospice and palliative care mission and principles; knowledge of the emotional and psychological impact of dealing with death and dying; basic infection control procedures and practices; general knowledge of children and family dynamics; Aide Assignment sheets, documentation reports for individual patient cares, and time and mileage reports; standard office equipment, wheelchairs, walkers, commodes, canes and other assistive devices, hospital beds and mechanical lifts. Ability to make arithmetic computations using whole numbers, fractions and decimals, compute mileage and record patient intake and output. Ability to demonstrate empathy, genuine kindness and compassion in caring for the terminally ill; ability to be flexible and responsive to adjustments in daily work schedules; ability to be non-judgmental and culturally appropriate to each person and family being served; ability to communicate effectively orally and in writing, and to follow oral and written directions; ability to establish and maintain effective working relationships with patients, families and care givers; ability to maintain and respect patient confidentiality.

Education and Experience

High school/GED. Experience preferred.

Physical Requirements

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment, frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Certified Nursing Assistant (CNA) Home Health Aide

Upon employment or within six months of hire training in AWAIR, CPR, Employee Right to Know, NIMS, bloodborne pathogens, TB/respiratory protection, Emergency Action Plan, HIPAA, Data Practices and Fire Training.

Valid driver's license in the State of Minnesota.

Acceptance Statement

I have carefully read, understand, and accept the job description, including the qualifications, requirements, and physical demands of the position of Home Health Aide, with or without reasonable accommodation and I certify that I can and will perform the essential functions of the position.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____