### Summary

A Home Health Aide is a paraprofessional member of the care team who provides services to patients on an intermittent basis in their place of residence. This is performed in accordance with physician orders and plan of care under the direction and supervision of the Registered Nurse/Clinical Manager/Clinical Supervisor.

### Qualifications

1. A qualified home health aide is a person who has successfully completed:
   1. A training and competency evaluation program in accordance with state and federal laws; or
   2. A home health aide training and competency evaluation program approved by the state as meeting the state and federal requirements, and is currently listed in good standing on the state home health aide registry
2. At least 18 years of age with High school diploma or GED.
3. Current CPR certification and valid driver’s license.
4. Acceptance of philosophy and goals of the Agency.
5. Excellent observation, verbal and written communication skills, problem solving skills, basic math skills; therapy skills per competency checklist.

### Essential Job Functions/Responsibilities

1. The Home Health Aide assumes responsibility for, but is not restricted to:
   1. Providing services that are ordered in the plan of care and that the aide is permitted to perform under state law
   2. Preparing clinical notes
   3. Communication with the Registered Nurse and other health care practitioners (as appropriate) related to the current plan of care
   4. Participation in the Agency’s QAPI program
   5. Participation in agency-directed in-service training, 12 hours annually
2. Performs hands-on personal care such as bathing, dressing, oral care, etc.
3. Reports to the RN/supervising clinician any changes in status and/or deviations from the plan of care.
4. Provides accurate and timely documentation of patient services to reflect the plan of care.
5. Uses equipment and supplies effectively and cleans per manufacturer guidelines.
6. Meeting safety needs of patient and using equipment safely and properly.
7. Respectful of patient and family/caregiver environment and patient's personal needs.
8. Adhering to the organization's documentation and care procedures and standards of personal and professional conduct.
9. Observes confidentiality/HIPAA requirements and safeguards all patient related information.
10. Participates in quality assessment performance improvement teams and activities.

The above statements are only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbents may be requested to perform job related tasks other than those stated in this description.

### Job Limitations

The Home Health Aide will not function in any manner viewed as the practice of nursing according to the State Nurse Practice Act. Specifically, the Home Health Aide will not administer medications, take physician's orders or perform procedures requiring the training, knowledge and skill of a licensed nurse.

JOB RELATIONSHIPS:

1. Supervised by: Clinical Manager/Clinical Supervisor/Registered Nurse

2. Employees Supervised: None

RISK EXPOSURE: High risk

PHYSICAL REQUIREMENTS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position without compromising patient care.

**PHYSICAL DEMANDS WORK ENVIRONMENT**

On-the-job time is spent in the following physical activities. Show This job requires exposure to the following environmental conditions.

the amount of time by checking the appropriate boxes below. Show the amount of time by checking the appropriate boxes below.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | None | Up to 1/3 | 1/3 to ½ | 1/3 and more |  |  | None | Up to 1/3 | 1/3 to 1/2 | 2/3 and more |
| Stand |  |  |  | √ |  | Wet, humid conditions (non-weather) | √ |  |  |  |
| Walk |  |  |  | √ |  | Work near moving mechanical parts | √ |  |  |  |
| Sit |  | √ |  |  |  | Fumes or airborne particles | √ |  |  |  |
| Talk or hear |  |  |  | √ |  | Toxic or caustic chemicals | √ |  |  |  |
| Use hands to finger, handle or feel |  |  |  | √ |  | Outdoor weather conditions | √ |  |  |  |
| Push/pull |  |  | √ |  |  | Extreme cold (non-weather) | √ |  |  |  |
| Stoop, kneel, crouch or crawl |  | √ |  |  |  | Extreme heat (non-weather) | √ |  |  |  |
| Reach with hands and arms |  |  |  | √ |  | Risk of electrical shock | √ |  |  |  |
| Taste or smell |  | √ |  |  |  | Work with explosives | √ |  |  |  |
|  |  |  |  |  |  | Risk of radiation | √ |  |  |  |
|  |  |  |  |  |  | Vibration | √ |  |  |  |
| This job requires that weight be lifted or force be exerted. Show how much & how often by checking the appropriate boxes below | | | | |  |  |  |  |  |  |
|  | None | Up to 1/3 | 1/3 to ½ | 2/3 and more |  | The typical noise level for the environment for the work environment is: (Check all that apply) | | | | |
| Up to 10 pounds |  |  | √ |  |  | 🞏 Very Quiet 🞏 Loud Noise 🞏 Quiet  ⮽ Moderate Noise 🞏 Very Loud Noise  Hearing:  ⮽ Ability to hear alarms on equipment  ⮽ Ability to hear patient call  ⮽ Ability to hear instructions from staff | | | | |
| Up to 25 pounds |  |  | √ |  |  |
| Up to 50 pounds |  |  | √ |  |  |
| Up to 100 pounds |  | √ |  |  |  |
| More than 100 pounds |  | √ |  |  |  |

**REPETITIVE MOTION ACTIONS**

* **Number of Hours -**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This job has special vision requirements; check all that apply** | **Repetitive use of Foot Control** | 0 | 1-2 | 3-4 | 5-6 | 7+ |
| 🞏 Close vision (clear vision at 20 inches or less) | Right only |  |  |  |  |  |
| 🞏 Distance Vision (clear vision at 20 feet or more) | Left only |  |  |  |  |  |
| 🞏 Color Vision (ability to identify and distinguish colors) | Both |  | **√** |  |  |  |
| 🞏 Peripheral Vision | **Repetitive use of Hands** |  |  |  |  |  |
| 🞏 Depth Perception | Right only |  |  |  |  |  |
| 🞏 Ability to Adjust Focus | Left only |  |  |  |  |  |
| ⮽ No Special Vision Requirements | Both |  | **√** |  |  |  |
|  | **Grasping: simple/light** |  |  |  |  |  |
| **Special demands not listed:**  **Note:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position | Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both |  | √ |  |  |  |
| **Grasping: firm/heavy** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both |  | **√** |  |  |  |
| **Fine Dexterity** |  |  |  |  |  |
| Right only |  |  |  |  |  |
| Left only |  |  |  |  |  |
| Both |  |  | **√** |  |  |

I have read the above job description and fully understand the conditions set forth therein and will perform these duties to the best of my knowledge and ability.

*Signature Date*