



JOB DESCRIPTION Home Health Aide/CNA

Position Description:

A Home Health Aide is a non-licensed member of the home care team who assists the client with the tasks of daily living as outlined in a written care plan that is established by a the Administrator or CSS and is kept in the client's home. Home Health Aides are supervised by the Administrator agency and receive scheduling direction from the agency staffing Coordinator.

Qualifications:

1. A Home Health Aide must have a minimum of one year of personal care experience which is verifiable through three work references, and must complete this agency's employment and competency process.
2. Must be at least 18 years of age.
3. A Home Health Aide must have training as a Home Health Aide, and complete a competency evaluation.
4. Must be physically able to perform the duties of the position, including lifting unspecified weights, depending on assignment requirements. Bending and stooping to prepare equipment for client or managing client environment. Transferring, turning and positioning clients and assisting to ambulate.
5. Must exhibit mature responsible behavior, and understand the need for patient confidentiality.
6. Must be able to read, write and speak English.
7. Must be able to follow direction and accurately report to the Administrator any changes in client's condition.
8. Must have available reliable transportation to and from assignments. May be approved to transport client or run errands in vehicle.
9. Must maintain current credentials, including CPR, 1st Aide, TB Test, Physical, Fingerprint Clearance Card, Inservices

Duties:

The duties of a Home Health Aide may include, but are not limited to the following:

1. Recording pertinent information pertaining to the client's care.
2. Reminding clients to take medication at the appropriate time.
3. Planning and preparing meals according to specific dietary requirements of the client, and if necessary, feeding the client.
4. Assisting the client with therapy exercises under the direction of a Registered Therapist.
5. Assisting or performing personal care including hair care, oral hygiene, bathing, grooming, and dressing.
6. Assisting with ambulation with or without mechanical aids.
7. Assisting with routine bodily functions: Example, toileting.
8. Maintaining a safe, clean and healthy environment through light housekeeping including changing bed linens, dusting and vacuuming, cleaning kitchen and bathroom, and laundry.
9. Providing companionship and stimulation for the client including reading, walks, etc.; and accompanying the client to doctors or other appointments.
10. Grocery shopping or other errands when needed.
11. Performing other housekeeping tasks as indicated in the care plan.
12. Taking client's vital signs and recording input and output.
13. Observing and reporting changes in client's condition to this agency's Administrator.
14. Accurately preparing daily records and submitting them to the office by date due.
15. Participating in in-service education programs.

Employee /May Not:

1. Administer or pour medication as mandated by law.
2. Cut the nails of any patient unless authorized by RN Supervisor.