



## JOB DESCRIPTION

**Job Title:** Certified Home Health Aide                      **Reports to:** Clinical Care Manager  
**Dept. Name:** Nursing    **FLSA Status:** Non-exempt  
**Unit/Site:** Housing    **Classification:** Union

### GENERAL SUMMARY

Home Health Aides are certified paraprofessional workers who assist our residents by maintaining the physical and emotional comfort of an individual in their “home” setting. Under the supervision of professional health care workers, their primary function is to care for the resident and provide services as part of and according to the resident’s care plan with a goal of maintaining dignity and independence.

### PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

#### Job duties specific to this position:

- Assists resident with activities of daily living such as:
  - Care of teeth and mouth.
  - Grooming and care of hair including shampoo, shaving and the ordinary care of feet and nails.
  - Bathing in shower or tub.
  - Assists with hygiene and toileting processes per the plan of care.
  - Transferring on and off commode or toilet.
  - Routine and prescribed skin care.
  - Moving from bed to chair, wheelchair or in walking.
    - Transfers of weight bearing and partial weight bearing person.
    - Pivot transfers.
  - Dressing.
- Assists resident with eating. Prepares and serves regular or modified meals. Cuts food as needed.
- Performs housekeeping duties such as:
  - Makes and changes beds.
  - Tidies bedroom and kitchen areas, including emptying trash.
  - Assists with resident’s personal laundry as per facility policy.
  - Decluttering.
- With guidance from a supervisor, arranges the schedule so that the resident follows medical recommendations such as increased physical activity.
- Takes and records temperature, pulse, BP and respiration when instructed by a supervisor or per the plan of care.
- Assists with O2 and changes of catheter bag and/or colostomy bag when instructed to do so based on the plan of care.
- Reinforces dressing and changes simple non-sterile dressing based on the plan of care.
- Keeps basic records based on the plan of care.
- Completes and maintains all program documentation and electronic medical records.



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- Promptly reports family or resident concerns and all changes in the resident's physical/emotional status or home situation to a member of the Clinical Team.
- Conducts safety checks as required.
- May assist residents with medication management.
- Performs other pertinent care functions as assigned, demonstrated and supervised by the supervisor.
- Assists residents with the use of adaptive equipment to assist in daily living as needed or per the plan of care.
- Assists resident with prescribed exercises when taught by an appropriate registered professional.
- Promotes resident independence whenever possible.
- May be asked to clean blood and bodily fluids.
- May escort residents to various appointments and activities as needed.
- May participate in recreational and other activities as time permits.
- Follows principles of infection control and universal precautions.
- Observes and reports unusual room conditions (temperature, environmental, safety) to supervisor.
- Keeps all certifications current.
- Completes all reorientation and training requirements.
- Is flexible to work a varied schedule including weekends, evenings and holidays per the union contract rules.

### Job expectations for all Loretto employees:

- Promotes and role models the mission, values, vision and strategic goals of Loretto in all interactions with staff, peers, residents, family members, vendors and visitors. Treats people with dignity, professionalism and kindness.
- Demonstrates excellent internal and external customer service skills such as friendly greeting, making eye contact, listening attentively, responding in a timely manner, showing respect and empathy and acting as a role model for staff and peers.
- Demonstrates excellent work attendance, reliability and work ethics. Arrives at facility on time for assigned shift and prepared to work.
- Attends and actively participates in required meetings and training sessions including reorientation.
- Complies with established policies, procedures, and codes of conduct at all times (e.g., dress code policy).
- Adheres to all health and safety requirements, regulations, policies and procedures.
- Practices and teaches safety awareness. Identifies and reports or corrects any possible safety or environmental issues.
- Understands all HIPAA and other compliance & regulatory requirements associated with their role, including completion of required internal or external training/certifications.
- Performs a variety of related duties as assigned.

## **QUALIFICATIONS**



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- Must possess training or certification from an approved Home Health Aide Training program or have the capability to take and pass the Certified Home Health Aide Certification through the American Red Cross, or other approved program.
- High school diploma, GED or ability to pass a written TABE test.
- Prior experience as a Home Health Aide preferred.
- Ability to follow directions, keep records and report any changes in resident's condition promptly.
- Ability to complete and pass a medication management course.
- Excellent customer service skills.
- Excellent verbal and written communication, including strong reading comprehension and writing skills in English.
- Must have availability to work a varied work schedule on all shifts, including weekends and holidays.

## PHYSICAL REQUIREMENTS

| FUNCTION          | FREQUENCY    | FUNCTION                   | FREQUENCY    |
|-------------------|--------------|----------------------------|--------------|
| Sitting           | Occasionally | Bed operation              | Occasionally |
| Standing          | Frequently   | Stepping up/down           | Occasionally |
| Walking           | Frequently   | Lifting 0-10 pounds        | Frequently   |
| Stair climbing    | Occasionally | Lifting 11-25 pounds       | Occasionally |
| Balancing         | Frequently   | Lifting 26-35 pounds       | Occasionally |
| Squatting         | Occasionally | Lifting 36-50 pounds       | Occasionally |
| Reaching forward  | Frequently   | Push force up to 30 pounds | Frequently   |
| Reaching overhead | Occasionally | Pull force up to 25 pounds | Occasionally |
| Forward bending   | Frequently   | Carrying 0-10 pounds       | Frequently   |
| Sustained bending | Frequently   | Carrying 11-25 pounds      | Occasionally |
| Kneeling          | Occasionally |                            |              |

For more detailed information on the physical requirements, please refer to the functional job description.

## ENVIRONMENTAL CONDITIONS

- May be exposed to odors, medical wastes, disease and unsanitary conditions.

## EMPLOYER'S DISCLAIMER

- Non-essential job functions are subject to possible modification where necessary to reasonably accommodate qualified individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Loretto reserves the right to modify position duties at any time, to reflect process improvements and business necessity.
- This document does not create an employment contract, implied or otherwise.



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**EMPLOYEE ACKNOWLEDGMENT**

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Please Print)

**Employee Signature:** \_\_\_\_\_

|                                    |                             |
|------------------------------------|-----------------------------|
| Reviewed/Revised (2015 or earlier) |                             |
| Date reviewed/revised: 7/30/2018   | By: K, Bradway              |
| Date reviewed/revised: 10/6/2018   | By: R. Bennett, J. Ingerson |