

# HOME HEALTH AIDE

**DEPARTMENT:** Home Health  
**SUPERVISOR:** RN Case Manager

**FLSA STATUS:** Non-exempt  
**DATE:** August 1, 2024

## DUTIES AND RESPONSIBILITIES

Assist by performing duties in caring for clients at their place of residence; work under supervision of professional nurses; transport, bathe, and dress clients; comb hair, clean teeth, and care for nails; provide bedpans and urinals; make beds and feed clients; execute client assessment and care plans; provide for safety, comfort, and well-being of client.

The person holding this position is delegated the responsibility for carrying out the assigned duties and responsibilities in accordance with current existing federal and state regulations and established company policies and procedures.

## FUNCTIONS

1. Ambulate and transfer clients utilizing appropriate assistive devices and body mechanics.
2. Measure and record clients' heights and weights.
3. Take temperature, pulse, respiration, and blood pressure as directed by the nurse.
4. Collect sputum, urine, and stool specimens.
5. Assist clients in all activities of daily living.
6. Feed and assist clients as needed.
7. Observe and document food, nourishment, and fluid intake of each client.
8. Keep client area clean at all times and personal belongings in orderly arrangement.
9. Assist with development and review of the client plan of care in conjunction with nursing and other disciplines.
10. Ensure client privacy, respect, and dignity.
11. Assist in orientation of new nursing assistants.
12. Participate in in-service programs.
13. Exhibit and perform proper handwashing techniques.
14. Maintain proper infection control procedures when handling clothing and linens.
15. Detect, correct, and report to the RN Case Manager any unsafe conditions which may result in bodily injury or fire.
16. Receive oral reports and written assignments from RN Case Manager at beginning of each tour of duty.
17. Provide maximum client-care services to assure well-being of client to greatest degree.
18. Execute duties and responsibilities in conformance with established routine.
19. Assist with execution of client assessment and plan of care.
20. Assure physical comfort, safety, and mental well-being of clients.
21. Assist in daily requirements and tasks in care and treatment of clients, such as toileting, grooming, bathing, feeding, dressing, observing intake of food, care of hair and nails, moving clients from area to area, etc.
22. Detect and correct situations that have a probability of causing accidents or injuries to clients.
23. Observe and report symptoms, reactions, and changes of clients.
24. Possess knowledge of procedures and techniques.
25. Understand standard techniques in personal service-care of clients.
26. Be aware of sterile procedures and avoid contamination.

27. Encourage and motivate clients to participate in recreational, occupational, and physical therapies and other rehabilitative measures to promote activity of mind and body.
28. Foster self-respect and esteem by recognizing, accepting, and respecting those entrusted to his/her care.
29. Clean used equipment and return to proper place after using, such as wash basins, bed pans, urinals, enema cans, gloves, colon tubes, and any other equipment that may be used.
30. Record bowel movements and kidney output of assigned clients as directed by the RN Case Manager.
31. Perform related duties as assigned or as the situation dictates.

**Risk Exposure Categories:**

- 1**=Tasks may involve exposure to blood/body fluids.
- 2**=Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3**=Tasks do not involve any risk of exposure to blood/body fluids.

## WORKING BEHAVIORS

1. Adhere to and carry out all policies and procedures, including but not limited to:
  - Reporting on-the-job injuries to the supervisor immediately (within 10 minutes) of the accident occurring on the shift.
  - Reporting instances of harassment following the procedures outlined in your employee handbook.
  - Following the drug and alcohol policy set forth in your employee handbook.
  - Arriving for work dressed according to the dress code. Good personal hygiene is also expected.
  - Arriving to work on time and as scheduled as set forth in your employee handbook.
  - Report any client abuse to the Administrator or Supervisor in accordance with company policy.
2. Establish and maintain constructive working relationships with coworkers, clients, families and visitors.
3. Maintain confidentiality of verbal and written information pertaining to residents and facility operations.
4. Maintain confidentiality of verbal and written information pertaining to personnel if it relates to medical information, harassment investigations, issues related to violence in the workplace or reference inquiries.
5. Promote the workplace in a positive way.
6. Promote teamwork in providing services to clients.

## PHYSICAL REQUIREMENTS

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the Company may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

	<b>Rarely (0-12%)</b>	<b>Occasionally (12-33%)</b>	<b>Frequently (34-66%)</b>	<b>Regularly (67-100%)</b>
Standing/Walking:				X
Sitting:			X	
Lifting/Carrying: 20-50 lbs.		X		
Pushing/Pulling 20-50 lbs.			X	
Climbing/Balancing:	X			
Stooping:		X		
Squatting:		X		
Kneeling:		X		
Reaching:		X		
Hearing/Listening: Must be able to hear well enough to communicate with co-workers and clients			X	
Fingering/Grasping/Feeling: Dexterity necessary to handle and manipulate equipment and supplies.			X	
Seeing: Must be able to read reports, instructions, and observe clients			X	
Color Perception: (Red, Green, Amber)		X		
Animals/Plants		X		

**MENTAL/REASONING REQUIREMENTS**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Reading Simple   | <input type="checkbox"/> Writing – Complex            | <input checked="" type="checkbox"/> Analysis/Comprehension    |
| <input type="checkbox"/> Reading-Complex             | <input checked="" type="checkbox"/> Clerical          | <input checked="" type="checkbox"/> Judgement/Decision Making |
| <input checked="" type="checkbox"/> Writing – Simple | <input checked="" type="checkbox"/> Basic Math Skills |   |

**EXPOSURES**

- |   |                                       |   |  |
|---|---------------------------------------|---|--|
| <input type="checkbox"/> Airborne particles   | <input type="checkbox"/> Explosives   | <input type="checkbox"/> Muscular Strain  | <input type="checkbox"/> Temperature   |
| <input type="checkbox"/> Caustics             | <input type="checkbox"/> Fumes        | <input type="checkbox"/> Noise            | <input type="checkbox"/> Toxicants     |
| <input checked="" type="checkbox"/> Chemicals | <input type="checkbox"/> High places  | <input checked="" type="checkbox"/> Odors | <input type="checkbox"/> Vibration     |
| <input type="checkbox"/> Electrical Current   | <input type="checkbox"/> Moving Parts | <input type="checkbox"/> Physical abuse   | <input type="checkbox"/> Vision strain |
|   |                                       | <input type="checkbox"/> Slippery Floors  | <input type="checkbox"/> Weather       |

**WORK AREA AND ENVIRONMENT**

Office, other areas in agency, client’s homes, time spent inside vehicle.

**QUALIFICATIONS**

License/Registration: Possess a current acknowledgment card and/or certificate issued by a state agency. Valid driver’s license.

Continuing Education: Completion of a nursing assistant’s program, which may require certifications, depending on state and local requirements, plus specific training as a home health aide, again according to state and local requirements. Often, there are requirements for additional in-service training at a certain number of hours per year, to be provided by a qualified registered nurse.

Education:

Experience: At least one year’s experience as a nursing assistant preferred.

Standards: Function in accordance with accepted nursing practices as set forth by state and agency policies and procedures.

Professional Memberships: Not required, but encouraged

Other: Willing to cooperate with licensed nurses; be aware of limitations and not attempt to exceed these limitations; work with the clients.

Job Knowledge: Perform the functions of nursing assistant

**STANDARDS**

1. Clients always come first, and their needs will be met unless there is a conflict with the needs of others or the organization as a whole.
2. Clients, client families, co-workers and visitors will be treated with respect, dignity and kindness.

3. Every employee is responsible for ensuring the complete satisfaction of each client in terms of quality of care, courtesy and professionalism of service, and the accuracy and efficiency of the reporting systems.
4. Employee behavior will consistently be in a manner that demonstrates both employee's and the company's commitment to an ethical, honest and above-board approach in all dealings with employees, customers, suppliers and the community. How you conduct yourself at work influences the perception of the business and reputation as a health care provider.

## RECEIPT OF JOB DESCRIPTION

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

The job description reflects the general nature and level of work considered necessary to perform the essential functions of the job identified and are not a detailed description of all work requirements that may be inherent in the job. I understand that other duties may be assigned to meet business needs as determined by the Company.

I understand Universal Precautions Risk Classification Categories may apply to this position and I may be exposed to AIDS, HIV, and hepatitis B viruses.

**I understand this job description is subject to change. This job description supersedes all prior job descriptions. Nothing contained in this job description or in any other statement of Company philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as constituting an expressed or implied promise of continuing employment.**

**I understand this job description is not a contract, expressed or implied.**

Although we hope that your employment relationship with us will be long term, you are free to terminate the employment relationship at any time for any lawful reason or no reason. The Home Health Agency reserves the same right. Please understand that no supervisor, Administrator or representative of the Home Health Agency may enter into an oral employment contract. The owner of the Home Health Agency, or his representative designated in writing, are the only Company officials who have the authority to enter into any agreement with you for employment for any specified period of time.

Further, any employment agreement entered into by the President or his designated representative will not be enforceable unless it is in writing.

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Signature of Employee

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Date