

Job Posting

April 20, 2020

POSITION

Home Health Aide

REPORTS TO

Case Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

To provide quality personal care and designated health related services to the client in the client's home as specified by the plan of care and in compliance with standard precautions and according to the established policies, procedures and objectives of the organization. **Homecare workers must strictly adhere** to the agencies **policy, procedures, job description** and to the client's **Plan of Care**.

Responsibilities:

- Established and maintains effective communication and conducts her/himself professionally in all job related activities.
- Promotes client's mental alertness through conversation, reading, games and other activities and provides reality orientation for confused clients.
- Maintains confidentiality in relation to all clients, health care staff and documentation. Seeks direction from the coordinator or supervising nurse when or if asked to share any client's information with outside parties.
- Assists clients with personal care activities in accordance with the Plan of Care including:

Duties:

- Feeding – Serve meals and assist in feeding.
- Ambulation and Transfer – Assist the client in and out of bed to chair or wheelchair; help with going out of doors, doctors appointments; other assistance with ambulation; provide safety supervision to prevent falls.
- Bathing – Assist client with bathing and washing in bed, tubs or shower.
- Toileting – Assist client with use of toilet, commode, bedpan or urinal.
- Dressing – Assist client with clothing.
- Personal Grooming – Assist client with care of hair, shaving, and ordinary care of nails (nail cutting is not permitted) and brushing teeth.
- Summoning Emergency Assistance – In an emergency situation call 911 ASAP.

Other duties may be assigned as needed in accordance to the Plan of Care.

Reporting

The following must be reported to Case Coordinator ASAP:

- Any change in a client's health status or mental condition.
- Any client hospitalization or other absence from their home that prevents service from being provided there.
- Inability to gain entry to a client's home.

- All client falls or accidents whether or not the client is injured (when the office is closed notify our “On-Call Emergency Service” and inform the Case Coordinator the next business day).
- Absence or lateness from work (when the office is closed notify our “On-Call Emergency Service”).
- HHA should notify us of all the above occurrences even if not present when they occur.
- HHA’s are required to notify Case Coordinator as well as the client’s family members or contacts.
- When arriving to or from an assignment HHA must check on the client to best insure they are not in distress or in a condition not normal for them. It is not acceptable for a client or their family to tell a HHA not to disturb a client when arriving or leaving. If this presents a problem HHA must call their Case Coordinator so they can explain this rule to them.
- Under all circumstances, HHA must call 911 without hesitation if a client is in distress or in need of immediate help.

Meal Planning and Preparation:

Perform meal planning and preparation as per the specific needs of the client.

Marketing and Errands:

Perform Marketing and errands as per the specific needs of the client.

General Housekeeping:

These tasks may include any of the following to maintain the home’s clean and orderly appearance for the client’s health and comfort.

Kitchen:

Sweep and wash floors, wax if time permits; defrost and clean refrigerator, maintain proper storage cabinet and arrange contents for accessibility.

Other Requirements:

- Participates in case conferences with the health care team as appropriate when directed by RBHC.
- Maintains and enhances skills through attending applicable staff development program and in-service.
- Observes and reports client’s incidents and/or concerns that impact on the client’s care and well being.
- Employs principles of Infection Control and Standard Precautions.
- Recognizes emergencies and follows agency procedures appropriately,
- Complies with agency confidentiality policies and demonstrates an understanding of clients rights.
- Appearance must be neat and professional and complies with agency dress code.
- Assignments must be performed with reliability and punctuality.
- Adheres to the agencies Annual Competencies Requirements (In-Service Training, Annual physical examination and yearly evaluation).

SUBMIT RESUME TO

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