

## Job Description

### POSITION

Home Health Aide, PD

### EMPLOYMENT TYPE

Per Diem

### SALARY

\$15.00/hourly

### REPORTS TO

Program Director

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare and serve meals to clients, and assist with feeding as required and in accordance with prescribed diets and as documented on menu provided by the program supervisor. This may be on a one to one basis or as assistance provided to more than one individual in the group setting.
- Assist with clients with ambulation and transfer including help moving in and out of beds, baths, wheelchairs or automobiles and provide safety supervision to prevent falls.
- Assist clients with bathing and washing in bed, tubs and shower.
- Assist clients with use of toilet, commode, bedpan or urinal.
- Assist clients with dressing.
- Assists clients with personal grooming, including care of hair, shaving, brushing teeth and ordinary care of nails. (No cutting of nails is permitted.)
- Prompt and Cue clients to take prescribed oral medications as pre-poured by Caregivers upon admission or as assigned during daily attendance.
- Direct patients in simple prescribed exercises and in the use of braces or artificial limbs.
- Apply non-prescription lotions or liniment as required.
- Maintain records of client care, condition, progress, and problems in order to report and discuss observations with program supervisor or director
- Responsible for Light housekeeping duties, as assigned. Including changing bed linens, wash clients and program laundry (i.e. towels)
- Assist in cleaning program and office space as assigned.
- Promote client mental alertness through conversation, reading, games and other activities as well as provide reality orientation for confused clients. These activities are done both one on one and in the group setting.
- Accompany clients on trips outside the Respite Center or assist on daily transportation services to and **from the client's home.**
- Follow emergency procedures including calling 911 if client falls or is in distress and in need of immediate help.
- Employ principles and practices of Infection Control and Standard Precautions.
- Maintain confidentiality at all times in relation to clients, care givers, program staff and documentation.
- Request direction from program supervisor or director before sharing any client or care giver information with outside parties.
- Demonstrates and understanding of client and caregivers rights.
- Maintain and enhance skills through attending training required by the program.
- Maintain appearance which must be neat and professional at all times and complies with agency dress code.



- Required to lift and transfer clients that require no more than a one person assist.

#### EDUCATION EXPERIENCE

NYS approved Home Health Aide Certificate or Certified Nursing Assistant is required.

#### APPLICATION DEADLINE

Ongoing

#### SUBMIT RESUME TO

Esther Lizardo  
Program Director  
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