

V&IOVISSM

JOB DESCRIPTION FORM

Job Title: Home Health Aide	Reports to: Home Health Supervisor
Department: Home Health	Location: Annex

Job Summary:

Reports directly to the Home Health Supervisor and responsible for providing home health aide services under the direction of a registered nurse on an intermittent basis in the patient's home and at limited times in an acute care facility for hospice patients.

I. Essential Duties and Responsibilities:

1. Complies with FHP policies and procedures.
2. Follows the written instructions for the patient care as prepared by the Registered Nurse.
3. Performs simple procedures as an extension of therapy services.
4. Gives personal care to patients including, but not limited to: bathing, shampoo, shaving, mouth care and skin care, toileting, elimination, and adequate nutritional intake. Trains patient and family in providing these activities of daily living.
5. Assists in training new Home Health/Hospice Aides.
6. Assists patient with ambulation, transfers and exercise.
7. Performs vital signs including T, P, R, B/P and weights and reports abnormal findings to the case manager or clinical supervisor.
8. Performs household services essential to health care at home.
9. Cares for patient's surrounding as necessary to maintain a safe environment.
10. Gives limited assistance with medications that are ordinarily self-administered.
11. Reports changes in the patient's condition and needs to the Registered Nurse.
12. Completes appropriate reports according to agency policy.
13. Attends all mandatory in-service programs and staff meetings.
14. Conforms to FHP Infection Control Policies.
15. Performs other duties that may be assigned from time to time.

II. Experience & Specifications:

1. High School Graduate – with a certification from an accredited program.
2. Minimum of 1 year experience in providing home health aide services under the direction of a registered nurse on an intermittent basis in patient's home or in an acute care facility for hospice patients.
3. Effective team player. With very good interpersonal relationship skills and can work and relate well with co-employees, patients and customers.
4. Must have the behavioral sensitivity, maturity, diplomacy and tact in addressing complex situations and handling irate customers.
5. Outstanding oral and written communication skills.
6. Strong ethics and a high level of personal and professional integrity.
7. Must have basic familiarity on federal and state laws and requirements relating to healthcare management.

8. Computer literate and very highly proficient in using MS office programs.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

While performing the duties of this job, the employee is frequently required to sit for extended hours, communicate clearly via speech, use hands to finger in repetitive motion, handle, or feel objects, tools or controls, reach with hands and arms, balance, talk, hear conversations or sounds as well as via radio or telephone. The employee must be able to occasionally sit for long hours, drive a car or travel to other locations. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally; the employee might be exposed to unpleasant and or stressful situations.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is exposed to lights, office equipment such as computer monitors, faxes etc. in a clinical setting. The noise level in the work environment is usually low.