



JOB DESCRIPTION
Home Health Aide

New _____ Revised X Exempt _____ Nonexempt X Classification Band B

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Revised by Date Approved by Date

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

The Home Health Aide (HHA) is a flexible employee, who can work in the Residential Unit, in the patient's home, or in a skilled nursing facility (SNF). Wherever employed, the HHA's primary responsibility is providing direct personal care for patients.

This position reports to the:

- Residential Nurse when assigned to the Residential Unit.
- Primary Nurse or designee when assigned to Home Care or a SNF.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

Time: 80%

- Follows plan of care established by primary nurse.
- Reports changes in patient's condition to the on-duty Residential Nurse or patient's Primary Nurse as appropriate.
- Keeps an up-to-date record of care given to be submitted for incorporation into the patient's records.
- Performs procedures, taught by supervising staff within the scope of their certification.
- Helps patient in performing exercises prescribed by professional personnel.
- Maintains safe conditions in the Residential Unit and reports any unsafe conditions to Residential Nurse.
- Bathes patient and provides personal hygiene care.
- Makes bed and performs other tasks to provide a suitable environment for patients.
- Prepares meals and feeds patient when necessary.
- Performs light housekeeping tasks essential for a safe/healthy environment.
- Provides temporary respite for family care-givers during assigned work time.
- Attends required in-service programs.
- Attends team planning meetings as appropriate.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

As assigned.

Time: 20%

IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)

None.

V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

- Has a basic understanding and commitment to the hospice concept of care. (required)
- Able to work as a team member and take supervision effectively. (required)
- Able to maintain a high level of confidentiality concerning patient and family information. (required)
- Able to relate well to terminally ill patients and their families. (required)
- Able to work with diverse groups of people. (required)
- Maintains client confidentiality. (required)
- Has a valid NYS driver's license, maintains own insurance and is able to provide own transportation to travel to the homes of patients. (for Homecare HHA) (required)
- Has a Home Health Aide Certificate in NYS. (required for home care)
- Has two (2) years experience in home care or as a CNA.
- Has experience in hospice. (desirable)

VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)

None.

VII. PUBLIC CONTACT (Within and without of the organization)

- Have contact with patients, their families and the patients' visitors.
- Interacts with staffs in SNFs, Adult Homes, etc. when attending to hospice patients.

VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

- Repositioning of patient, moderate lifting, etc. is required.
- Transporting/moving equipment, stocking supplies, etc. is required.
- Able to push or pull 50 pounds and lift 50 pounds with assistance.

IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

- May be required to fill in or extend hours during weather or other emergencies.

This job description is not intended to be all-inclusive and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. Hospicare and Palliative Care Services of Tompkins County, Inc., reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Signature

Date