

KOSCIUSKO HOME CARE & HOSPICE, INC.

JOB DESCRIPTION

JOB TITLE: AIDE

FLSA STATUS: Non-Exempt

REPORTING RELATIONSHIP: Reports to supervising RN/case manager; and Home Health Aide/Homemaker Supervisor when appropriate.

GENERAL SUMMARY:

Responsible for assisting the patient and family in managing activities of daily living. Makes observations concerning the patient and reports promptly to the case manager or other RN. Assists in maintaining a safe and healthy environment.

ESSENTIAL FUNCTIONS:

1. Performs tasks as assigned on Plan of Care. Contacts case manager or other RN before completing any additional tasks requested by patient/caregiver that are not on the Plan of Care.
2. Assists with or provides personal care, such as but not limited to: bathing, dressing, hair care, oral hygiene and nail care; utilizing universal precautions and providing for patient's privacy.
3. Performs skin care and simple dressing changes which may include using lotions, powders, and ointments as directed on the Plan of Care. May perform other treatments after successfully completing task specific training by appropriate personnel.
4. Performs and/or assists with exercises, ambulation and transfers as directed by case manager or therapist. Uses assistive equipment properly and safely.
5. Monitors vital signs, temperature, weight and other patient condition parameters; and reports results to case manager in timely manner as directed on Plan of Care.
6. Performs general custodial and housekeeping tasks, including (but not limited to) dusting; vacuuming; making bed; washing dishes; cleaning the kitchen, bathroom, or other rooms; taking out trash; and washing, drying, and folding laundry.
7. Provides emotional support to patient and caregiver. Is sensitive to and aware of special needs of terminally ill patients/ utilizing knowledge of the hospice philosophy and training. Refers patients and caregivers back to the case manager when suggestions or referrals are needed related to changes in the patient's condition.
8. Accurately and legibly charts care given or reasons why not able to provide care as directed on Plan of Care. Reports to case manager when not able to deliver care. Turns in daily activity sheets and visit notes in timely manner.
9. Maintains competency in skills and knowledge related to specific populations by participating in inservice education and in patient care conferences as directed. Required to obtain a minimum of 12 hours continuing education per year.

10. Promotes positive working relationships with all other staff working together as a team to deliver quality patient care.
11. Communicates first with immediate supervisor to resolve problems; then follows the chain of command as described in the employee handbook.
12. Responsible for knowing the lifting requirements of job and requesting assistance when appropriate. Notifies Home Health Aide Coordinator; supervisor or other appropriate staff immediately if unable to complete assignment.
13. Performs other duties as assigned and/or required.
14. Participates in quality improvement activities as assigned.

JOB QUALIFICATIONS:

Education:

Must pass competency test and skills check.

Experience:

CNA status and six (6) months of clinical experience preferred.

Licensure Required:

N/A

Other:

Must have good verbal and written communication skills.

Must provide own transportation.

Must be able to lift a 75 pound patient and assist with heavier patients using additional staff and/or equipment when necessary.

Ability to adapt to different lifestyles within the home, frequent changes in work schedule and office assignments.

Must obtain and maintain automobile liability insurance and provide a copy of coverage limitations to agency upon hire, upon changes to policy, annually, or when required by agency.

WORKING CONDITIONS:

Exposure to potentially hazardous conditions due to patient contact (contagious viruses, bacteria, etc.).

OTHER:

This job description includes the positions and titles of:

- Home Health Aide (HHA)
- Certified Nursing Assistant (CNA)
- Registered Home Health Aide (RHHA)
- Hospice Aide (HA)

APPROVALS:

Administrator

Date

Employee Signature

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements