



Home Health Aide Job Description & Requirements

The Sun Home Health Care at Columbus, Inc

Definition and Role

The Home Health Aide is responsible for providing personal care services according to written directions prepared by the Registered Nurse and carried out under the supervision of the appropriate professional.

The primary role of the HHA is to perform assistive duties, such as personal hygiene, grooming, transfers (bed to chair), range-of-motion exercises (moving the joints), and proper positioning of the patient. HHAs can take vital signs (blood pressure, pulse, respiratory rate, and temperature), change non-sterile dressings (coverings for wounds), and assist with oral medications. Their work sometimes includes light housekeeping chores, such as shopping, cooking, and light cleaning.

Home health aides often spend more time with patients than anyone else, so they become a vital link between the patient, his or her family members, and other health care providers. They work under the supervision of the primary staff person responsible for the case and follow a plan of care developed by that person. This supervisor may be a registered nurse, physical therapist, or social worker.

Reporting Relationships

The Home Health Aide is directly responsible and reports at regular intervals to the Registered Nurse.

Duties and Responsibilities

- Take vital signs (temperature, blood pressure, pulse, and respiratory rate).
- Assists in Activities of Daily Living (ADL) (personal hygiene, eating and meal preparation, dressing, elimination, exercise and ambulation)
- Turn and reposition bedridden patients to prevent breakdown of their skin.
- Change bed linens.
- Record the amount of oral intake and measure urinary output.
- Assist with oral medications.
- Change non-sterile dressings (bandages).
- Give emotional support to patients and family members.
- Keep a record of the care given.
- Report any change in condition or any concerns to the staff member who is managing the case.
- Follow infectious disease precautions to prevent the spread of organisms.
- Provide light housekeeping duties to ensure a safe and hygienic environment for the client.
- Supports the patient and provides the appropriate setting to encourage independence.
- Participates in patient care conferences and in-services.

Personal Qualities

HHAs spend much of their time with patients who are ill, injured, disabled, or dying. Some of the tasks they perform are unpleasant, so they must be compassionate and truly interested in helping others. The ability to read a map and drive a car are necessary because an HHA may see four to six clients during a typical day and has to travel to each location. Entering someone's home and adjusting to their individual situation requires flexibility and the ability to improvise. Other important qualities are patience, honesty, good health, and the willingness and ability to follow directions.

Physical Requirements

While performing the duties of this job, the Home Health Aides are typically required to talk and listen, sit, drive, use hands to write, finger, handle or feel objects. They must have sufficient strength to turn, lift, and assist patients with movement. They are often required to stoop, kneel, crouch, stand and walk and should be able to lift, carry, push or pull up to 50 lbs or more.

Other Requirements

- Must be at least 18 years old.
- Must have adequate transportation and current Auto insurance.
- Must have one of the following:
 - a) Completed a minimum of 24 months experience in the following fields: Hospital, nursing, group home or home health.
 - b) Current Certified Nursing Assistant (CNA) license.
- Cardiopulmonary Resuscitation (CPR) and First Aid Certification
- Able to visit office every week to get schedules, notices and updates.
- Sympathetic attitude toward the caring for the sick in the home.
- Strong ethical and moral background.
- Demonstrated ability to read, write and understand the English language.
- Ability to carry out directions or instructions.
- Regular attendance and general dependability is essential.
- Oral and written comprehension, memorization and problem solving skills.
- Maturity and ability to deal effectively with the demands of the job.
- Successful completion of knowledge and skills evaluation.

Employee Name: _____

Employee Signature: _____

Date: _____