

FILLMORE COUNTY JOB DESCRIPTION

Home Health Aide

DEPARTMENT: Public Health		JOB TITLE OF SUPERVISOR: Public Health Nurse
PAY GRADE/RANGE: 2	BARGAINING UNIT: Not Represented	FLSA STATUS: Non-Exempt

GENERAL PURPOSE OF JOB

Perform or assist client in performing activities which enable client to maintain enough independence to remain in their home. Under supervision, performs housekeeping tasks and patient care for elderly, disabled and/or ill persons in their home, following policies and procedures as outlined by the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

	FREQUENCY
Performs housekeeping tasks including dusting; vacuuming; washing windows; mopping floors; cleaning sinks, bathtub/shower, and toilet; changing bed linens; laundering linens and personal clothing; emptying trash; and cleaning closets, cupboards, stove and refrigerator when necessary.	Daily 25%
Shops for groceries; plans and prepares meals including special diets prescribed by physician.	Daily 15%
Leads client with prescribed exercises, rehabilitation activities, or basic physical therapy needs, which includes range of motion, walking, and transferring and positioning of client, as ordered.	Daily 25%
Assist client with personal care activities which includes, bathing, shampooing, dressing, bandaging, skin care, wound care, and grooming.	Daily 20%
Observes and communicates with patient and reports changes of condition to Public Health Nurse.	Daily 10%
Performs other duties of a similar nature or level.	Varies 5%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of high school diploma or general education degree (GED) and up to one month related experience or training; or equivalent combination of education and experience.

CERTIFICATES AND LICENSES *(position requirements at entry)*

- Minnesota Certified Home Health Aide license and be able to pass a home health aide competency test.
- Minnesota Drivers License or evidence of equivalent mobility

REQUIRED KNOWLEDGES (*position requirements at entry*) knowledge of:

- Basic housekeeping standards and techniques
- Basic methods of food preparation
- Basic medical information
- Correct procedures to administer exercises and perform treatments

REQUIRED SKILLS (*position requirements at entry*) skill in:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively and communicate clearly with clients and coworkers.
- Ability to communicate with client and establish supportive relationship.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Observing and reporting patient conditions.
- Operating and using various household equipment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, talk or hear, use hands to finger, handle, or feel. The employee frequently is required to taste or smell and walk. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; and risk of electrical shock. The noise level in the work environment is usually moderate. Travel in car between client homes and county offices is required.

CLASSIFICATION HISTORY

Prepared By: Debra Bryan/Bjorklund Compensation Consulting (BCC)	Date: 10-1999