



**Job Title:** Home Healthcare Aide  
**Classification:** Full Time/non-exempt  
**Education Required:**  
**Reports to:** Registered Nurse  
**Creation Date:** 12/29/2012  
**Revised Date:**

**Job Summary:**

Assists client with personal hygiene, daily living activities, exercises, and medications based on written instruction prepared by the Registered Nurse or Therapist.

**Essential Duties and Responsibilities**

1. Assist patients with bath, care of mouth, skin, and hair.
2. Assist patients with transfers and ambulation.
3. Assist with prescribed exercises which are an extension of therapy or nursing services.
4. Prepare meals and assist patients with eating.
5. Assist patients to bathroom, using bedpan, or bedside commode.
6. Perform household duties which facilitate patient self-care in the home setting and are necessary to postpone or prevent institutionalization.
7. Assist or cue patient with self-administered medications.
8. Report changes in patient's condition and needs to the R.N..
9. Maintain regular contact with home health agency's office and the patient's family members.
10. Communicate with the patient at intervals and in a way that will improve patient morale.
11. Complete appropriate documentation of services provided and patient condition.
12. Perform all services in a safe and clean manner.
13. Provide reliable transportation to and from work and patient homes.
14. Performs other duties as trained and supervised by the Registered Nurse or Therapist.
15. Demonstrates the ability to think clearly and use sound judgment in standard and emergency situations.
16. Available by phone, beeper, fax, or computer during working hours.
17. Maintain confidentiality at all times.
18. Up-to-date and proficient clinical skills.
19. Communicates with the team regarding changes in patient status, caregiver, or environmental barriers.
20. Pursues personal professional growth and development through participation in educational programs and review of current healthcare literature.
21. Understands and adheres to all policies, philosophies, and standards of the Greene County Home Healthcare Agency.

## **Job Qualification Requirements:**

### **Education:**

Must be able to successfully obtain 80% on a written exam and skills test administered by the home healthcare agency.

### **Licensure/Certification:**

Possess at least one of the following:

- a. A current **home health aide certificate valid in the State of Indiana**, issued by an approved licensing agency.
- b. A **certificate of nursing assistance**
- c. A **nursing student with at least two nursing clinical semesters completed.**
- d. **Minimum of six months in previous personal care position** at a hospital, nursing home, or home healthcare agency.

Most possess valid driver's license.

### **Experience:**

Ability to communicate effectively with the patient, caregiver, and coworkers in writing, by phone, or in person. Ability to access patient homes in a variety of locations and conditions. Ability to deal effectively with high levels of emotional stress. Ability to carry out directions. Good interpersonal and reporting skills. Must have transportation and a good driving record. Ability to transfer 100 pounds unassisted and 200 pounds with assistance, observing proper body mechanics.

**Physical Requirements:** Extensive standing, sitting, walking, bending, pushing , pulling and heavy lifting. Frequently lift 100 lbs. or more; occasionally may lift up to 200 lbs. with assistance.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_