

TAMA COUNTY PUBLIC HEALTH & HOME CARE POSITION DESCRIPTION

POSITION TITLE: Homemaker-Home Health Aide/Certified Nursing Assistant
REPORTS TO: H-HHA/CNA Supervisor; CEO/Executive Director

GENERAL PURPOSE

Provides basic personal patient care and homemaking services in the home under the direction and supervision of a Registered Nurse

PRINCIPAL ACCOUNTABILITIES

- 1) Provides patient care as assigned by a Registered Nurse in accordance with accepted policies and procedures.
 - a) Performs assigned duties as delineated in Agency Home Health Aide Program and Homemaker Program Policies, including simple procedures as an extension of therapy services, personal cares for hygiene and adequate nutrition and fluid intake, and essential household services (ie., laundry, shopping, errands, meal preparation).
 - b) Provides care to patients to enable them to achieve or maintain their optimum level of functioning
 - c) Performs basic emergency measures as instructed and according to established protocols, including CPR.
 - d) Teaches patients as instructed through demonstration, verbal instruction, and/or role modeling.
 - e) Plans performance of task to meet patient needs by considering priorities, lifestyles, plan of care and established time schedules.
 - f) Follows all guidelines for use of universal precautions or protective precautions in patient care.
 - g) Works as an effective team member in meeting patient/family needs.
 - h) Assists with evaluation of outcomes of services provided to patients.
 - i) Follow oral and written instructions and accepts supervision.
- 2) Documentation
 - a) Reports and documents changes in patient's physical, mental, and social status appropriately
 - b) Maintains accurate, legible clinical record, which reflects tasks done as assigned or acceptable reason if unable to complete
 - c) Submits reports in a timely manner
 - d) Accurate and timely documentation of clinical records, daysheets, etc.
- 3) Supports the Agency mission and philosophy
 - a) Provides care in an ethical manner, which maintains confidentiality and respects the patient's right.
 - b) Adheres to mission, goals, policies and procedures of the Agency.
 - c) Contributes to the smooth operation, growth, and positive image of the Agency
 - d) Attends staff meetings and in-services to stay current with Agency changes and to meet federally mandated training requirements.
- 4) Other duties as assigned

QUALIFICATIONS

Education and Special Training

High School Diploma, G.E.D. or equivalent

Satisfactory completion of a minimum of 75 hours of Certified Nurse Aide training OR completion of the 60-hour home care aide training: A Model Curriculum and Teaching Guide for the Instruction of the Homemaker-Home Health Aide, including passing the competency examination and written test as required by Medicare.

Related Experience

None required. Experience working with people in service provision desirable. CPR/BLS certification desirable. First Aid Certification desirable.

Other

- CPR/BLS certified
- Valid driver's license and automobile insurance
- Mandatory child/adult abuse reporter status current
- Able to work with individuals, groups, and general public
- Able to lift and transfer adult patients in the home setting up to 50 pounds
- Able to carry and use equipment necessary for patient care in the home setting
- Able to adhere to on call expectations

JOB REQUIREMENTS

This position may be assigned a specific mission to address in an emergency situation to assist in disaster response and recovery as part of Tama County Public Health & Home Care's Incident Command System. Situations of a critical nature may require an individual to perform multiple tasks until additional support can be obtained.

Physical And Cognitive Demands

This position requires full range of body motion to include handling and lifting of materials, manual and finger dexterity, and eye-hand coordination. Requires standing, walking, sitting, climbing steps, stooping, kneeling, crouching, and operating a motor vehicle on a regular basis within any given work day. Occasionally requires lifting and carrying of up to 50 pounds (this position is classified as medium work in the Dictionary of Occupational Titles). Requires corrected vision and hearing to normal range and ability to communicate clearly in English. Requires driving.

Work Environment

Office and home setting of patients. Home environments of some patients may be of marginal to substandard living conditions. Conditions vary from home to home. Services are provided on extremely hot or cold days.

Knowledge, Skills and Abilities

Recognize the value of data management in the efficient administration of the Agency. Knowledge of modern office, data management practices and procedures, and financial systems helpful. Skill in the use of a computer/I-PAD. Skill in working with common office equipment.. Ability to follow verbal and written instructions. Ability to communicate effectively verbally and in writing. Ability to establish and maintain working relationships with peers, other agencies, and the public. Ability to maintain confidentiality with regard to all Agency communications and operations.

Note: Additional conditions of employment may apply to the position per Agency policy.

ANNUAL EVALUATIONS

On an annual basis or as deemed necessary, each employee is entitled to a performance evaluation. Employee performance of job duties will be the main focus of this evaluation. Input from colleagues may be requested on performance issues. Evaluations are considered a time for employee input and personal growth.

Date of Origin: 10/92
Review/Approval Dates:

Dates of Revision: 09/98, 06/01, 06/04, 12/07;12/16;1/23

TAMA COUNTY PUBLIC HEALTH & HOME CARE POSITION DESCRIPTION

POSITION TITLE: Office Assistant I
REPORTS TO: CEO/Executive Director

GENERAL PURPOSE

Provides secretarial assistance and support for all aspects of Agency office operations. Communicate Agency operations to the public, clients and staff.

PRINCIPAL ACCOUNTABILITIES

1. Answers Agency telephone as a priority in Office Assistant II absence; takes and relays phone and recorded agency messages correctly and in a timely manner
2. In Office Assistant II absence, will prepare Agency mail and take to post office.
3. Check temperatures daily and log on immunization refrigerators per IHHS guidelines.
4. Prepares reports, correspondence, presentation, and other written materials as directed; prepares professional-appearing finished documents.
5. Enters data into various information systems as requested.
6. Maintains IRIS/VFC data.
7. Prepares office for closing including lock-up and transfer of phone, in the absence of Office Assistant II.
8. Works to promote a healthy environment, ensure smooth office operations, and resolve interagency challenges.
9. Suggest changes in Agency operations to facilitate Agency workflow
10. Promotes personal and professional growth by seeking learning opportunities
11. Open and process daily mail
12. Assists with Daily Cash Log.
13. Assists with billing, statistics, reports, and budget books
14. Process employee mileage reimbursement.
15. Maintains vehicle data, maintenance, and mileage.
16. Clerical tasks including typing, copying, correspondence, reports, faxing, errands, deliveries, mailing, filing and documents as requested to meet the requirements of the Agency.
17. Assists with the distribution of loan equipment from the loan closet, including tracking equipment to be returned, documentation and filing, in the absence of the Office Assistant II.
18. Assists with obtaining immunization status of children requested by providers, schools or parents/guardians.
19. Assists with clerical tasks as requested to run clinics needed for agency operations including scheduling, reminders, data entry and other documents as requested
20. Assists with agency operations as requested
21. Keeps current with rules, protocols and standards of various programs that govern agency operations
22. Serves as a resource to new and current staff about Agency office operations, software, and specific areas of expertise, providing training and instruction as needed
23. Prints and compiles statistical data to assist in the preparation of various Agency reports
24. Maintains accurate and timely documentation of clinical records, daysheets, etc.
25. Other duties as assigned

QUALIFICATIONS

Education and Special Training

Graduate from Business/Secretarial/Medical Office Specialist Program preferred. Knowledge of medical terminology preferred. Keyboarding proficiency. Ability to use computer and other office equipment.

Related Experience

At least one (1) year of experience in work setting requiring ability to work with public, communicate effectively with individuals and groups, and perform general office functions desired. Valid driver's license and proof of insurance.

JOB REQUIREMENTS

This position may be assigned a specific mission to address in an emergency situation to assist in disaster response and recovery as part of Tama County Public Health & Home Care's Incident Command System. Situations of a critical nature may require an individual to perform multiple tasks until additional support can be obtained.

Physical And Cognitive Demands

This position requires full range of body motion to include handling and lifting of materials, manual and finger dexterity, and eye-hand coordination. Requires standing and walking and also sitting frequently for long periods of time. Occasionally requires lifting and carrying of up to 50 pounds (this position is classified as medium work in the Dictionary of Occupational Titles). Requires corrected vision and hearing to normal range and ability to communicate clearly in English. May require driving.

Work Environment

Primarily (over 75% of the time) inside an office environment; noise exposure would be classified as medium (Dictionary of Occupational Titles).

Required Knowledge, Skills And Abilities

Some knowledge of modern office practices and procedures. Skill in operation of multi-line phone system. Skill in working with common business equipment and machines. Ability to perform a variety of clerical work requiring some exercise of independent judgment. Ability to communicate effectively verbally and in writing. Ability to establish and maintain working relationships with peers, other agencies, and the public. Ability to maintain confidentiality with regard to all Agency communications and operations.

Note: Additional conditions of employment may apply to the position per Agency policy.

ANNUAL EVALUATIONS

On an annual basis or as deemed necessary, each employee is entitled to a performance evaluation. Employee performance of job duties will be the main focus of this evaluation. Input from colleagues may be requested on performance issues. Evaluations are considered a time for employee input and personal growth.

Date of Origin: 01/23

Dates of Revision:

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