

## **TAMA COUNTY PUBLIC HEALTH & HOME CARE POSITION DESCRIPTION**

**POSITION TITLE:** Homemaker-Home Health Aide/Certified Nursing Assistant  
**REPORTS TO:** Clinical Manager; 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 Aide 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.