

**HOPE HOSPICE, INC.
JOB DESCRIPTION**

Full-time / Non-exempt

POSITION: HOME HEALTH AIDE

RESPONSIBILITIES

Perform various patient care activities and related non-professional services necessary in caring for the personal needs and comfort of the patients in their homes. Assist in maintenance of a safe and clean environment.

REPORTS TO: Nurse Supervisor

FUNCTIONS

Assist in preparation of patient's room and bed

Perform personal care services to and for patients in their homes

Perform routine treatment procedures always demonstrating awareness of patient safety, comfort and privacy

Take and record vital signs as directed by Case Managing RN

Consistently follows patient care plan as designated by the Clinical Coordinator or Case Managing RN

Maintain patient confidentiality

May provide Homemaker Services, including light housekeeping, laundry and preparation of meals, as appropriate.

Assist licensed staff in performing complicated treatment procedures within limits of training and experience

Assist patients with prescribed exercises under the supervision of the Clinical Coordinator or Case Managing RN

Participate in Interdisciplinary Team meetings and contribute to the development and modification of the patient plan of care as appropriate

Order and maintain medical supplies under supervision of nurse

Participate in the agency's Performance Improvement program as appropriate

Attend a minimum of 12 hours per year of inservice and education workshops to promote professional growth

Perform specific assignments as directed

QUALIFICATIONS

State Certification as a Home Health Aide

High School Graduate or equivalency preferred

Current CPR Certification

Working knowledge of medical terminology

Ability to write legibly, spell correctly and perform basic mathematics

Ability to turn, reposition and assist patients to transfer and ambulate

Demonstrated listening skills and patience in voice and manner

Must be able to bend, stoop, push and pull

Must be able to lift a minimum of 25 pounds

Requires manual dexterity sufficient to provide hands-on care to the patient under variable conditions and settings

Must be able to operate standard office machines such as fax, telephone, etc.

Requires normal ranges of hearing and vision

Must be free of communicable diseases

Must be able to communicate clearly in English verbally and in writing

Possess a valid California driver license, valid auto insurance, and an automobile for field use