

CEDAR COMMUNITY

Home Health Certified Aide

Department: Home Health/Hospice/Supportive Care **Job Status:** ALL
FLSA Status: Non-Exempt **Reports To:** Case Manager/ RN Clinical Manager
Grade/Level: Successful completion of the State of WI approved Nursing Assistant program **Travel Required:** YES
Work Schedule: **Positions Supervised:** NONE
To be determined by the Administrator. Must be willing to work flexible hours including holidays and weekends. Work beyond normal hours when necessary.

POSITION SUMMARY

The Cedar Community Home Health Aide performs duties essentially of personal care which might be given to convalescent, chronically ill or disabled persons in their homes. Attempts in every possible way, in working with individuals and families, to assist them to assume responsibilities toward self-care. Helps the well family members to carry their share of the responsibilities and encourages the disabled member to participate in the life of the family, in so far as able.

ESSENTIAL FUNCTIONS

- Provides a warm, welcoming and friendly atmosphere for residents, family, visitors and staff.
- Performs only duties as assigned by RN Clinical Manager and/or Case Manager including baths, oral hygiene, nail care, foot care, skin care, pressure relief, dressing patient, feeding, hand washing, grooming, toileting including bowel/bladder retraining and perineal care, range of motion, mobility and transferring patient.
- Takes accurate vital signs.
- Describes the activities of daily living and demonstrates the ability to use techniques to assist the patient to meet these activities.
- Notifies appropriate licensed personnel when patient complains of pain.
- Positions patient in bed with proper body alignment, uses appropriate and safe body mechanics
- Assists patient with ambulation as necessary.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Identifies and communicates findings to the Case Manager or RN Clinical Manager.
- Demonstrates the ability to chart according to professional standards and Cedar Community Home Health and Hospice policies and procedures.
- Works as part of the interdisciplinary team.
- Uses good hand hygiene techniques to prevent spread of infection. Knowledgeable about infection control policies.
- Records and reports incidents and accidents appropriately.
- Maintains confidentiality of patients care information and assures patient's rights and privacy is protected at all times.
- Completes a minimum of 12 hours of in-services annually and returns in a timely fashion.

- ◆ Attends annual review and department in-services, as scheduled.
- ◆ Attends at least **75%** staff meetings annually, reads and returns all monthly staff meeting minutes.
- ◆ Actively participates in performance improvement and continuous quality improvement (CQI) activities.
- ◆ Communicates the mission, ethics and goals of Cedar Community through performance of duties.
- ◆ Reports to work on time and as scheduled, completes work within designated time.
- ◆ Complies with all organizational policies regarding ethical business practices.
- ◆ Other duties as assigned by Case Manager and Director of Nursing.

POSITION QUALIFICATIONS

Competency Statement(s)

- ◆ Accountability - Ability to accept responsibility and account for his/her actions.
- ◆ Autonomy - Ability to work independently with minimal supervision.
- ◆ Communication Oral - Ability to communicate effectively with others using the spoken word.
- ◆ Communication Written - Ability to communicate in writing clearly and concisely.
- ◆ Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- ◆ Detail Oriented - Ability to pay attention to the minute details of a project or task.
- ◆ Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- ◆ Friendly - Ability to exhibit a cheerful demeanor toward others.
- ◆ Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- ◆ Tactful - Ability to show consideration for and maintain good relations with others.
- ◆ Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- ◆ Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Successful completion of the State of Wisconsin approved nursing assistant program.

Experience

Six months to one year related experience

SKILLS & ABILITIES

Computer Skills

Basic computer knowledge

Certificates & Licenses

- Home Health Aide certificate obtained by:
 - Successful completion of the State of Wisconsin approved nursing assistant program.
 - Certified by State Department of Health Services.
- On-the-job instruction relative to specific patient needs and continuing in-service training, so that patient safety may be assured and the personal care and homemaking needs of the patient are adequately met.

Other Requirements

- Must have patience, tact, sense of humor, enthusiasm and a willingness to handle difficult patients.
- Valid state driver's license and reliable automobile, current automobile insurance and be willing to operate personal car necessitated by nature of job.
- Current CPR card.

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	F (Frequently)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	F (Frequently)		

Push / Pull

12 lbs or less	F (Frequently)
13-25 lbs	F (Frequently)
26-40 lbs	F (Frequently)
41-100 lbs	F (Frequently)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (All Equipments)

WORK ENVIRONMENT

The Home Health Certified Aide works in a variety of environments. There is frequent exposure to blood, body tissues and other potentially infectious fluids. There is some exposure to loud and unpleasant noises, dust and chemicals.

May be subject to hostile and emotionally upset patients, family members or visitors.

Name (Please Print): _____ Date: _____

Employee Signature: _____ Date: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.