

Cedar County  
Tipton, Iowa  
Position Description

<b>Position title</b>	Home Health Aide
<b>Reports to</b>	Home Health Manager

**Position purpose**

The Home Health Aide assists and/or provides personal care to patients/clients of all ages and cultures and at all stages of health and illness, including end of life. The Home Health Aide addresses the psychosocial, physical, and environmental, health-related behaviors, and other identified needs in order to obtain the optimal health status of the patient with the objective to allow the patients to remain safely in his/her place of residence for as long as possible.

The Home Health Aide also provides homemaking and respite services for clients in Cedar County. Homemaking services are provided to allow clients, who due to health issues are no longer able to complete homemaking tasks, to remain safely in his/her residence for as long as possible. No personal care may be provided during homemaking services. Respite services are provided to relieve the caregiver of the responsibilities for providing care for the client. Limited personal care tasks may be completed during respite services.

**Key position responsibilities (with a sample task)**

- Provide quality, safe personal care to home health patients as indicated on the plan of care for the patient  
I.E. The home health aide follows the approved written procedures for the personal cares of a patient including bathing, oral hygiene, grooming, and range of motion exercises.
- Provide a safe and healthy home environment for the patient/client as indicated on the plan of service  
I.E. The home health aide demonstrates safety awareness by being constantly aware of potential unsafe conditions, practices skills safely, corrects an unsafe condition or notifies the appropriate person, and takes precautions to avoid future problems.
- Provide respite services as indicated on the plan of service to relieve the caregiver of providing care for the client  
I.E. The home health aide provides, according to the plan of service, the nutritional needs of respite clients by preparing diet appropriate meals and snacks.
- Maintain accurate, detailed documentation of the care/services provided  
I.E. The home health aide documents care/service provided to patients within 24 hours of the completion of the care/service.
- Communicate significant findings/changes with the Registered Nurse  
I.E. The home health aide notifies the assigned Registered Nurse of any significant changes in the patient/client through immediate verbal communication and subsequent written documentation.
- Use relevant information and individual judgment to ensure events or processes comply with departmental policies and procedures, federal and state laws, regulations, rules, or standards

I.E. The home health aide identifies tasks within his/her ability to complete and communicates to the Home Health Clinical Manager any request from a patient/client or the patient's/client's family if the request is not in his/her scope of practice or any request not on the plan of care.

- Recognize and implement fiduciary responsibility  
I.E. The home health aide communicates any change in the provided schedule immediately to the Home Health Clinical Manager.

## **Qualifications**

### **Education and Experience**

- High school graduate or GED certificate.
- And one of the following:
  - Certified Nursing Assistant certificate plus successful completion of thirteen hours of education specific to home care aide, provided by CCPH Home Health Clinical Manager upon hire.
- OR
  - Successful completion of home health aide training and competency evaluation program upon hire: CCPH Home Health Clinical Manager provides training/education through current course curriculum. Must successfully complete written and clinical competency exams/evaluations, as per Centers for Medicare and Medicaid Services Conditions of Participation regulations.
- Prior home health aide experience preferred.

### **Specialized Knowledge**

Must be able to successfully complete education and/or certification in Basic Life Support CPR, mandatory reporting, infection control, bloodborne pathogens, age-specific competencies, and other education and competencies as assigned by the Home Health Manager or Director. Must complete 12 hours of in-service training per calendar year.

### **Certificates, Licenses, registrations**

Must have and maintain a valid Iowa Driver's license and current vehicle insurance. Must pass background check for criminal history, as well as for Dependent Adult and Child abuse.

### **Skills**

- Active listening
- Reading comprehension
- Communication—verbal, non-verbal, written
- Time management
- Monitoring
- Active learning
- Coordination
- Persuasion
- Negotiation
- Judgment and decision making
- Equipment selection and usage
- Customer and personal service
- Collaboration
- Motivator
- Team member
- Stress management

**Abilities**

- Follow directions
- Sympathetic attitude toward clients
- Oral expression and comprehension
- Written expression and comprehension
- Prioritization
- Attention to details
- Multi-tasking
- Professional image
- Speech recognition
- Manual dexterity
- Advocating

**Working conditions**

Required to travel throughout Cedar County, drive and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes, pests, smoke, pets, excrement, chemicals, and blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

**Physical requirements**

Regularly required to stand, walk, stoop, kneel, crouch, crawl, sit, climb and, balance. Must frequently and consistently carry, lift and/or move up to 40 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to talk, hear, and feel. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus.

**Direct reports**

None

**Internal and External Contacts**

Internal: Case Management, Auditor’s Office, Human Resource

External: Families of patients/clients, caregivers, Hospice Agencies, and others as necessary

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<b>Approved by:</b>	<i>Cedar County Board of Health</i>
<b>Date approved:</b>	<i>January 16, 2015; July 27, 2018</i>
<b>Reviewed:</b>	<i>July 27, 2018</i>

*This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.*

**Compensation Committee Ranking**

December, 2014

Decision making—2

Supervisory—1

Experience—2

Education—2  
Budget Impact—1  
Contacts—2  
Physical Skills—3  
Working Conditions--2  
Total--15