

# FRANKLIN COUNTY HOME CARE SERVICE

## Home Care Aide Job Description

**Job Definition:** Under close supervision, the Home Care Aide (HCA), provides a broad range of client related care services, social, environmental and personal care, in a home setting, to enhance the capacity of household members to attain or maintain independence during stress or crisis. The HCA is a paraprofessional worker trained to work with families during times of stress or crisis. HCA services may include personal care services as well as household services. Examples of personal care services may include but are not limited to assistance with personal hygiene care, performing simple therapy procedures as an extension of therapy services, assisting with medications, meal preparation, transfer and ambulation services, use of special care equipment, reporting and documentation, and other essential homemaking duties needed for a healthy environment in the home setting.

### **Job Requirements:**

**Education:** FCHC shall ensure that each individual assigned to perform home care aide/homemaker services meets one of the following:

- (1) Be an individual who has completed orientation to home care in accordance with agency policy. At a minimum, orientation shall include four hours on the role of the home care aide; two hours on communication; two hours on understanding basic human needs; two hours on maintaining a healthy environment; two hours on infection control in the home; and one hour on emergency procedures. The individual shall have successfully passed an agency written test and demonstrated the ability to perform skills for the assigned tasks.
- (2) Be an individual who is in the process of receiving education or has completed the educational requirements but is not licensed as an LPN or RN, has documentation of successful completion of coursework related to the tasks to be assigned, and has demonstrated the ability to perform the skills for the assigned tasks.
- (3) Be an individual who possesses a license to practice nursing as an LPN or RN in the state of Iowa.
- (4) Be an individual who is in the process of receiving education or who possesses a degree in social work, sociology, family and consumer science, education, or other health and human services field; has documentation of successful completion of coursework related to the tasks to be assigned; and has demonstrated the ability to perform the skills for the assigned tasks.

**Testing:** Competency testing and evaluation will be required prior to assignment of health aide services.

**Experience:** No minimum required. One year of providing health care desirable, (preferably in the field of home health care.)

**Additional Qualifications:** Must be able to read, write, and speak the English language. Verbal and written communication, aptitude to facilitate effective communication with clients, families, nurses, staff and physicians. Visual and auditory acuity, sufficient for accurate perception of

client behaviors during communication evaluation and treatment. Employee will be required to make arrangements on their own regarding transportation to and from assigned work area. **This position may require travel to any portion of the agency's service area.**

**Job Relationships:**

Supervised by: Agency Director or Agency RN

**Standards of Care:**

1. Performance adheres to agency policies and procedures as evidenced by:
  - a. Maintenance of a good attendance record. Characteristics of dependability are demonstrated.
  - b. Arrival at work on time, reporting absences in accordance with agency policy.
  - c. Adherence to agency dress code and conscientious personal hygiene.
  - d. Maintenance of confidentiality of all client, agency and co-worker information.
  - e. Compliance with all safety, fire and infection control regulations
  - f. Maintenance of continuing education requirements by attending mandatory in-services and staff meetings as required. In emergent situations in-service requirements may be met in alternative way *with the approval of the Agency Director.*
  
2. Home Care Aide services are provided in a safe, effective, high quality manner consistent with established practices and agency policies as evidenced by:
  - a. Performance of tasks in order to meet needs of client by considering priorities, lifestyle, plan of care, and time schedules established by Agency RN.
  - b. Assisting clients by performing and teaching tasks such as housekeeping, meal preparation, childcare, respite care, and household management to maintain a clean, healthy environment.
  - c. Promotion of and instruction in good eating habits by planning, purchasing, preparing and serving nutritious, well balanced and attractive foods in accordance with client's preferences and diet restrictions.
  - d. Provision of personal and/or environmental care for ill, handicapped or dependent child or adult. Examples of personal care include doing bathing, toileting, skin and mouth care, shampoos, care of catheter, recording vital signs, and observing medication compliance. Examples of environmental care include cleaning bathroom, kitchen, bedrooms, changing bed, laundry vacuuming, etc.
  - e. Provision of respite care to relieve a caretaker in the care of an ill, handicapped, dependent child or adult.
  - f. Contact with contracting agencies or Agency Director to ensure that appropriate care and services are rendered by reporting changes in client's health, behavior and environment including submission of records of activities and seeking guidance to improve care given.
  - g. Demonstration of use of basic principles of money management to lessen client's financial burden by developing budget or involving Agency Director by submitting records of activities and seeking guidance to improve care given.
  - h. Transportation of client to obtain medical care or to do shopping and other errands essential to maintaining clients in their homes.

- i. Assisting clients to use canes, walkers, prostheses, etc. by instructing and physically working with them, under appropriate professional supervision, in order for them to attain the highest degree of self-sufficiency and functioning.
  - j. Accurate documentation of activities at the time of the visit.
  - k. Perform other duties as assigned by the Agency Director or contracting agency.
- 3. Effective communication and client/family teaching is encouraged and promoted as evidenced by:
  - a. Effective communication skills to coordinate services with all members of the health care team; ongoing communication with other agency personnel and community resources; consultation with Agency Director and peers on care issues.
  - b. Positive conflict resolution skills.
  - c. Effective decision-making and problem-solving skills.
  - d. Participation in staff meetings showing efforts to promote communication and coordination of client needs and concerns.
  - e. Implementation of changes in policy/procedure in a positive manner.
  - f. Maintaining lines of authority and communication.
- 4. Leadership as evidenced by:
  - a. Demonstration of positive attitude and high morale by constructive attitude, good time management and team building.
  - b. Acting as a positive role model to promote team building.
  - c. Participation in orientation program for new staff.
  - d. Promotion and encouragement of professional growth and development of others.
  - e. Acts in accordance with disciplinary procedures to correct unsatisfactory performance.
- 5. Input into fiscal activities is accurate, timely and comprehensive as evidenced by:
  - a. Communication of equipment and supply needs to contracting agencies or Agency Director.
  - b. Utilization of cost control measures via effective and efficient use of equipment and supplies.
  - c. Maintenance of payroll policies and procedures.
- 6. Compliance with all state and federal rules and regulations is maintained as evidenced by:
  - a. Participation in necessary education on abuse/neglect reporting, infection control regulations, CPR and safety/fire requirements, and agency infection control/safety measures with instruction of same to client and other staff.
  - b. Attendance at continuing education programs consistent with job needs.

**Occupational Exposure:**

This position may require occasional occupational exposure to blood, body fluids and other potentially infectious materials.

**Physical and Mental Limitations/Requirements:**

- 1. Job requires frequent needs for heavy physical labor including but not limited to ability to:

- a. Carry or lift up to 50 pounds
  - b. Perform tasks involving bending, stooping, turning and reaching
  - c. Bend and lift at the same time
  - d. Stand for long periods of time
  - e. Full range of body motion including handling and lifting clients
2. Job requires the following mental abilities including but not limited to ability to:
    - a. Comprehend written/verbal communication
    - b. Utilize effective decision-making
    - c. Deal with high stress activities and environments
  3. Reasonable modification in job requirements may be possible to accommodate individuals with disabilities.
  4. Individuals may be excluded from some job requirements if their health could be affected by the client's condition, disease process or the client's environment.

**This job description is not intended to be all-inclusive. Other job related duties may be assigned by Agency Director or contracting agencies.**