

## CHICKASAW COUNTY PUBLIC HEALTH AND HOME CARE SERVICES

### HOME CARE AIDE/HOMEMAKER JOB DESCRIPTION

#### REPORTS TO:

Assistant Administrator/Home Care Clinical Manager and Administrator of Chickasaw County Public Health and Home Care Services

#### PURPOSE OF POSITION:

Under the supervision and direction of nursing or medical staff, provides health-related personal care services and protects the environment for a self-directing consumer, due to the absence, incapacity, or limitations of the usual homemaker or caregiver, are experiencing stress or crisis, to promote consumer health, and a safe, stable, and sanitary home environment. May provide services intended to stabilize a child's or adult's residential environment and relationships with relatives, caretakers, and other consumers and household members in order to alleviate a situation involving abuse or neglect or to otherwise protect the child or adult from threat of abuse or neglect.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive. Other duties may be required and assigned.

1. Provides personal care, such as: assistance with tub/shower/bed bath, shampoo, skin care, back rubs, changing soiled bed linens, and assistance with ambulation/transfers.
2. Essential shopping and housekeeping and household management.
3. Provides assistance with meal planning and preparation.
4. Observation of self-administration of medications.
5. Checking the consumer's pulse rate, temperature, and respiration rate.
6. Helping with simple prescribed exercises.
7. Keeping the consumer's room neat and clean.
8. Changing non-sterile dressings.
9. Assisting with braces and artificial limbs.
10. Assisting the consumer in using medical equipment.
11. Money management with assisting consumer with paying bills and balancing checkbook.
12. Respite services.
13. Assists and directs in home management skills.
14. Family preservation, family management, money management, and child care.
15. Performs such duties as necessary to protect, stabilize and strengthen the individual or family where normal patterns of living are disrupted.
16. Observes the conditions of confidentiality which apply to all staff members.
17. Provides protective services intended to stabilize a child or adult's residential environment and alleviate (or prevent) abuse or neglect by modeling/teaching appropriate behavior and reporting suspected or observed incidents of abuse to supervisor.

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18. Maintains contact with supervisory personnel to ensure that appropriate care and services are rendered; reports changes in client's health, behavior, and environment; records activities; and seeks guidance to improve care given.
19. Keeps records as required: daily sheets, patient records, time of visit and hours worked.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

High school graduation or GED equivalency supplemented by satisfactory completion of training program equal in content and depth of 75 hours including 16 hours practicum. Must complete the Medicare Federal regulation of competency testing and skills. Can be hired with Certified Nurses Aide certificate if able to obtain necessary HCA Curriculum within six (6) months. Must have valid driver's license and use of own automobile. A physical exam (including a TB test) is required at entry with TB test annually thereafter and physical exam every two years. With approval of Administrator, HCA may work while being trained.

### **PHYSICAL REQUIREMENTS:**

Work involves frequent activity and exertion including walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), lifting, moving bedridden clients, using fingers, hands, feet, legs and torso in providing various care services.

### **MATHEMATICAL ABILITY:**

Proficient in basic mathematics (addition, subtraction, division and multiplication).

### **LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION:**

Well organized, memory for details, ability to work independently. Work effectively with clients with emotional, adjustment and behavior problems. Respect the need for confidentiality. Read and write, follow written and verbal instructions. Keep accurate client records.

### **ENVIRONMENTAL ADAPTABILITY:**

Work involves exposure to a variety of occupational hazards generally associated with the care of the elderly, infirm, children and those unable to provide for basic essential services; e.g. odors, human wastes, fluids, infections, syringes, needles, respiratory equipment, lifts, cleaning agents, etc.