

CERTIFIED HOME HEALTH / HOSPICE AIDE

DEPARTMENT: CLINICAL SERVICES – HOME HEALTH AND HOSPICE
REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position is responsible for providing para-professional healthcare nursing and supportive services in the Home Health and Hospice Departments under the direction of licensed nursing staff in accordance with state licensure requirements, accreditation guidelines, Title 22 regulations, Medicare Conditions of Participation, California Hospice Standards, and the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- Assists patients to achieve maximum self-reliance.
- Assists patients with personal hygiene, physical comfort, nutritional needs, and household activities to ensure a safe and clean environment.
- Ensures patient's rights, including ethics and confidentiality of care.
- Monitors/records temperature, radial pulse, respiration and blood pressure, and reports changes in patient condition needs as outlined in the care plan.
- Utilizes proper techniques for positioning and body alignment using safe body mechanics.
- Understands rationale and principles related to maintenance of skin integrity and need for infection control.
- Participates in care planning with the interdisciplinary team members.
- Checks equipment and supplies for proper function and maintenance.
- Responds appropriately to emergencies.
- Submits timely and accurate documentation for billing and payroll purposes.
- May assist patient with self-administered medications.
- Is able to work independently including prioritizing the daily schedule of visits with minimum supervision.
- Must provide proof of participation, a minimum of 12 hours of inservice training during each 12-month period.
- Participates in QI process as assigned.
- Maintains a positive, respectful and professional attitude.

CERTIFIED HOME HEALTH / HOSPICE AIDE

- Must be able to work weekends and holidays as required.
- Participates in process to maintain internal and external customer satisfaction.
- Meets LMVNA daily productivity standard.
- Performs other related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Current BCLS certification

Minimum age of 18 years required

Good verbal communication in English

Reading and writing skills in English

Reliable automobile transportation

Bilingual Spanish/English preferred

EDUCATION:

Certification as a Home Health Aide and two year certification as a Certified Nursing Assistant from the California Department of Health.

EXPERIENCE:

One year current experience in direct patient care preferred.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard field environment

Physical: primary functions require sufficient physical ability and mobility to work in a field setting.

- Must be able to pull up to 50 lbs. during patient transfer with drawsheet pull occasionally.
- Must be able to work with abusive language or violent behavior from patient occasionally.
- Must be able to work in confined spaces occasionally.
- Must be able to learn and comprehend basic instructions and orientation to the job.

CERTIFIED HOME HEALTH / HOSPICE AIDE

- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work frequently with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to work alone constantly.
- Must be able to sit occasionally.
- Must be able to stand frequently.
- Must be able to stoop, bend, reach and twist frequently. Must be able to crouch and kneel occasionally.
- Must be able to lift an object up to 10-24 lbs. frequently and 25-50 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 10-24 lbs. frequently and 25-50 lbs. usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 10-24 lbs. frequently, 25-50 lbs. occasionally.
- Must be able to lift overhead an object up to 10 lbs. occasionally.
- Must be able to push/pull an object up to 10-24 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) frequently.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff constantly.
- Must be able to occasionally work in a fast pace environment with frequent interruptions and meeting deadlines.
- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.

CERTIFIED HOME HEALTH / HOSPICE AIDE

- Hands – repetitive motion frequently.
- Hands – fine manipulation frequently.
- Hands – gross manipulation frequently.
- Grasping: Right – simple grasp frequently
Left – simple grasp frequently
- Foot pedals – use foot pedals on bed lock, lift chairs, etc. occasionally.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

ENVIRONMENTAL REQUIREMENTS (possible exposure to):

- Blood/body fluids constantly
- Working with moving machinery/equipment; i.e., Hoyer lift frequently
- Aerosol transmissible diseases occasionally

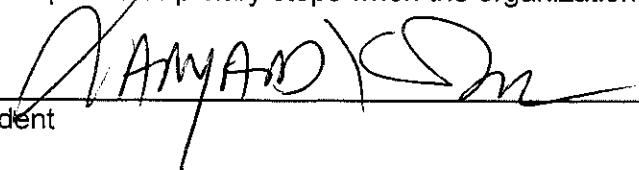
STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization's compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.



 President

6-30-16

 Date

 Supervisor

 Date

 Employee

 Date