

**Buena Vista County Public Health and Home Care
Policy Manual
Chapter IV-- Job Descriptions**

Section I-1: Home Care Aide/Homemaker Job Description

Description: Home Care Aides are part of the Home Care Team providing assistance to the chronically ill of all age groups and family caregivers who need relief from the stress of caregiving. All Home Care Aides (HCAs) are under the supervision of an RN. The nurse will develop the patient care plan and assignments to be completed for each patient to achieve optimal physical and emotional health. Homemaker duties are supervised by the HCA Supervisor who will develop the plan of care and assignments for each patient. The term Home Health Aide and Home Care Aide are interchangeable.

Responsible to:

Registered Nurse
Clinical Manager
Home Care Aide Supervisor
Administrator
Board of Health

Principle Duties and Responsibilities:

- Follows written assignments of supervisor in provision of patient personal care, example bath, shampoo, oral hygiene, toileting, transfer, ambulation, observe/prompt patient's self-medication administration.
- Follows written assignments of supervisor in provision of environmental service, example nutritional support, meal prep, light housekeeping, scrub, vacuum, dust
- Documents sufficiently in progress notes in order to portray the condition of the patient and the environment. Documents services provided and reflect the goals set out in the plan of care.
- Understands each patient's emergency plan. In an emergency, assess the situation and initiate appropriate action per plan. Reports immediately to the RN any signs or symptoms that would indicate a change in patient's condition.
- Completes documentation per agency policy.
- Uses car during work hours for patient needs or for transportation of patients according to written assignment only.
- Follows agency policy and procedure by reporting pertinent information to supervisor (example concerns about patient's condition or assignments).
- Maintains confidentiality of patients and maintains patient's rights.
- Adheres to assigned schedule and is punctual. Notifies supervisor if unable to follow the schedule and follows agency procedure in notifying patients.
- Attends staffing/conferences according to agency policy.
- Follows the chain of command according to agency policy.

- Is willing to adjust schedule as requested by supervisor.
- Completes reports that are accurate.
- Attends inservices as required by agency policy, including Federal and State regulations. Follows training and developmental plans formulated at performance evaluation.
- Demonstrates professionalism at all times.
- Additional job duties listed in training content.

Typical Physical Demands: Requires full range of body motion, including handling and lifting patients, manual and finger dexterity, eye hand coordination, and depth perception. Requires standing, walking, sitting, climbing steps, stooping, kneeling, crouching and operating a motor vehicle on a regular basis within any given work day. Occasionally lifts and carries item weighing up to 50 pounds. (This position is classified as Medium work in the Dictionary of Occupational Titles). Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular or long hours, therefore the need to deal effectively with stress. Requires frequent exposure to communicable diseases, toxic substance, body fluids/substances and other conditions common to a clinic or home environment. In addition, these may be occasional exposure to pests (such as; rodents, cockroaches, snakes, bedbugs, etc.), domestic animals (such as; cats that scratch and dogs that bite), and other in home adverse environmental conditions. Requires operation of motor vehicle before, during or after adverse weather conditions have occurred.

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