

HOSPICE/HOME HEALTH AIDE

MAIN PURPOSE:

FLSA Status: Non-Exempt

Performs non-skilled personal care and homemaker services for patients/families under the supervision of a Registered Nurse.

REPORTING RELATIONSHIP:

Reports to the Patient Care Coordinator for supervisory assistance, and is accountable to the Director of Nursing.

ESSENTIAL FUNCTIONS:

Patient Care:

- Provides care and services to patients according to the care plan or as approved by an RN.
- Assists with other activities of daily living as directed by an RN.
- Offers support and encouragement to patients and families.
- Functions within acceptable time frames for daily patient visits.

Reporting:

- Clearly communicates information regarding changes in the patient's mental/physical condition, complaints, or special requests to the Agency nurse, and ECF unit manager if applicable.
- Demonstrates good judgment in knowing what information needs to be communicated.
- Handles communication in a timely manner.
- Attends weekly IDT meetings as applicable.

Documentation:

- Maintains documentation of patient care provided on both Agency forms, and the ECF record if applicable.
- Uses appropriate documentation module or paper forms.
- Records information accurately, thoroughly, and in a timely manner.

ADDITIONAL FUNCTIONS:

- Committed to Agency resolution against fraud and abuse.
- Knowledgeable in hospice philosophy and state and federal rules and regulations.
- Arrives at work and meetings on time and ready to work.
- Respects confidentiality of patients/families and other Agency employees.
- Attends educational meetings/conferences for professional growth as required.
- Sees change as an opportunity and maintains a level of flexibility, which allows for adaptation to new ways of performing.
- Follows directions and policies that allow for an organizational commitment to working under time pressures without sacrificing quality.
- Performs other duties that may be assigned.

JOB REQUIREMENTS:

1. Possesses the ability to perform the following tasks for varying periods of time: standing, walking, sitting, lifting objects up to 75 lbs., pushing/pulling objects up to 200 lbs., climbing stairs, stooping, kneeling, twisting, bending, reaching overhead and in front of body, simultaneous use of both hands, wrists, and fingers.
2. Possesses the ability to perform the following tasks for varying periods of time: speak in conversational tones utilizing the English/American Language, hear conversations as well as bodily function sounds with various medical or non-medical devices, observe patients via touch sensitivity that is strong enough to palpate various areas on the human body and allow an accurate reporting of a pulse, see with vision acuity: near, 20 inches or less, and far, 20 inches or more, with or without corrective devices such as glasses or contacts, have a depth perception of three dimensions, and a sharpness of vision/focus with adequate peripheral vision to allow an acute awareness of surroundings.
3. Possesses the ability to work in a variety of environmental conditions that include, but are not limited to the following: adverse weather conditions, dust, fumes, tobacco smoke, noise, closed-in spaces or rooms, and locations with poor or improper lighting and glare.
4. May be required to work in shifts that may be steady or rotating.
5. Possesses the ability to operate and drive an automobile while maintaining a valid driver's license and current automobile insurance. Requires use of personal vehicle.

QUALIFICATIONS:

- Prior training and experience as a Home Health Aide with Indiana certification as a Nurse Aide.

Employee Signature

Date