**JOB DESCRIPTION**

**Job Title:** Home Health Aide (HHA)

**Date Revised:** 06/01/202 I

**FLSA Status:** Non-Exempt

**Schedule:** Based on the business needs

**Job-Status:** Part Time/ Full Time

**JOB SUMMARY:**

Supports patients by providing housekeeping and laundry services, shopping for food and other household requirements, preparing and serving meals and snacks, and running errands. Assists patients by providing personal services, such as bathing, dressing, and grooming.

**ESSENTIAL JOB FUNCTIONS:**

* 1. Job activities:
     + Enables patients to stay in their homes by monitoring and recording patient conditions, providing support and personal services, and teaching families.
     + Monitor patient condition by observing physical and mental condition, intake and output, and exercise.
     + Supports patients by providing housekeeping and laundry services, shopping for food and other household requirements, preparing and serving meals and snacks, and running errands.
     + Assists patients by providing personal services, such as bathing, dressing, and grooming.
     + Helps patients care for themselves by teaching the use of cane or walker, special utensils to eat, special techniques, and equipment for personal hygiene.
     + Helps family members care for the patient by teaching appropriate ways to lift, tum, and reposition the patient.
     + Advises on nutrition, cleanliness, and housekeeping.
     + Records patient information by making entries in the patient journal and notifying the nursing supervisor of changing or unusual conditions.
     + Maintains a safe, secure, and healthy patient environment by following asepsis standards and procedures, maintaining security precautions, and following prescribed dietary requirements and nutrition standards.
     + Protects the home care agency by adhering to professional standards, home care policies and procedures, federal, state, and local requirements.
     + Enhances service reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
     + Scheduling doctor appointments or other meetings and organizing transportation.
     + Taking patients' vital signs or giving them medicine under a nurse's direction.

**ADDITIONAL DUTIES.**

* Perform other job-related duties as directed.
* Work as a team player at all times and is prepared to be flexible in order to ensure that operations are always as efficient and profitable as possible.
* Education, experience, and skill requirements.
* High school diploma
* Good communication and organizational skills
* Ability to handle stressful situations and be and be able to prevent and/or handle emergency situations.
* A cheerful, positive attitude when working with a variety of people and

working well under pressure.

* Responsible, neat, and clean in appearance
* Strong communication skill with supervisor and team members
* Must be able to read, write and speak English.