



HOME HEALTH AIDE JOB DESCRIPTION

JOB CLASSIFICATION: Non-Exempt

JOB SUMMARY: Responsible to provide in home (non-medical), services for the comfort and general supervision of patients as well as home management services. Provides companionship to those individuals requiring socialization and/or minimum guidance to assure a safe, protected, clean, and orderly environment.

QUALIFICATIONS: Minimum of high school diploma or GED preferred. Must demonstrate satisfactory completions of any stated mandated training. Applicant must be bondable and meet or exceed minimum qualifications for each of the following background checks: Criminal Background Check, motor vehicle driving record, credit history, professional and personal reference checks, and give permission to submit to random drug and alcohol testing. Must have reliable transportation and fulfill assignments with reliability and punctuality.

Must satisfactorily complete VBHC, training and orientation program(s). Must accept responsibility for learning and adhering to VBHC policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, Patients, and family members. Must be able to follow verbal and written instructions and document services provided. Must be genuinely concerned about helping people and have high moral standards of honesty and integrity.

ESSENTIAL JOB FUNCTIONS:

1. Provides general attention to Patient's non-medical needs in accordance with an established Plan of Care,
2. Provides companionship for the Patient including, but not limited to talking and listening, reading aloud, providing social and emotional support,
3. Promotes the Patient's mental alertness through involvement in activities of interest. Provides emotional support and promotes a sense of well-being,
4. Provides for a clean, safe, and healthy environment for patients and family members. Provides light housekeeping tasks including laundering of Patient's garments and linens,
5. May prepare and serve meals as directed. Ensures that dishes are washed, and kitchens clean after each meal,
6. Assists Patient in completing necessary phone calls, letter writing, etc. Accompanies Patient on walks, community trips, doctor's office, bank, beauty salons, etc.,
7. Reminds Patient to take self-administered medications,
8. Observes and reports any changes in the Patient's mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner,
9. Establishes and maintain effective communication and a professional relationship with
10. Patients, family members and co-workers,
11. Participates in in-service and continuing education programs, staff meetings, and Patient. Conferences as requested by supervisor,
12. Completed required documentation of services delivered and submits to office in a manner according to policy,
13. Uses equipment and supplies safely and properly,
14. Maintains confidentiality regarding patient information, and
15. Other reasonable related duties as assigned.

WORKING ENVIRONMENT: Patient's home setting and automobile. Contact with blood or other body fluids may pose a risk for exposure to blood borne pathogens and infectious diseases.

POSITION PHYSICAL DEMANDS: The work requires light physical exertion on a regular and recurring basis, such as driving, assisting the Patient in activities, and light housekeeping. You are regularly required to sit, walk, talk, hear and occasionally required to reach and lift. VBHC requires all employees prior to any offer of employment being extended; all employees must successfully pass a state mandatory criminal background check.

I acknowledge receipt and understanding of this job description, I realize that this reflects a general list responsibility of the position, as well as a general description of the working environment and physical demands of the position I have accepted.

This form will be electronically signed within the Vita Blue Home Care onboarding system.