

# Home Health Aide Job Description

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## **Duties and Responsibilities:**

- Offer personal care and assistance to patients following their care plan
- Help patients to get in and out of bed, and with ambulation
- Learn from health personnel and administer prescribed exercises to patients
- Prepare therapeutic diets and other meals and help patients to eat them
- Help patients in using urinals, bedpans, or commodes, or to the bathroom
- Provide domestic and house-hold services to enhance patients' self care at home
- Assist patients in applying or taking self-administered medications
- Perform activities such as bladder hygiene care, changing colostomy bags, taking of non-sterile bowel and vital signs, and other activities taught by a healthcare professional
- Report to the case manager or supervising therapist or nurse observed changes in patient's needs and condition
- Document services performed or provided, as well as all communication with other healthcare service providers
- Take necessary action in case of emergency and quickly report case to the supervisor
- Adhere to agency policy and time frame, complete and submit daily progress notes, expense reports, time cards, schedule logs, and changes in schedule
- Take part in care coordination meetings
- Ensure assignments are well organized, planned, prioritized, and completed following agency guidelines
- Take part in departmental utilization review and quality assurance activities
- Establish relationships and trust with patients and their families.

## **Home Health Aide Requirements – Skills, Knowledge, and Abilities**

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- Possess high school diploma or its equivalent
- Possess CNA or HHA certificate or ability to pass written HCA test and skills
- Ability to read and comprehend written instructions
- Possess reliable transportation; car ownership/valid driver's license
- Ability to take and understand instructions in patients' homes through phone
- Ability to observe and report changes in patients' condition to the case manager or the supervising health professional
- Relevant experience in providing personal care to patients; positioning; and transferring
- Strong ability to be consistent and punctual to work
- Respectful, patient, and positive minded individual
- Possess passion in helping the elderly or people with illness or disability.