

# HAWAII HEALTH SYSTEMS CORPORATION

## Job Description

## Home Care Aide

(Position Description, Class Specification & Minimum Qualification Requirements)

**Full Performance Work**

**HE-06**

**6.851**

### Function and Location

The position provides the direct care and in-home support services to the participants in a home care setting. All participant treatments provided by this position are given by physician prescription and as determined by written procedures from appropriate licensed staff. As time schedule and assigned workload permits, this position works in a day health center and is equally responsible to provide direct care to the day health clients, as well as to provide supportive, therapeutic, and recreational activities to the clients. The position may be required to work on shifts, including evenings, and weekends and holidays.

### Key Duties and Responsibilities

1. Give patients tub, sponge, and bed baths. Assist ambulatory patients with showers. Give showers to non-ambulatory patients using appropriate equipment.
2. Assist clients with toileting (e.g., escort client to toilet/urinals, help with bladder/bowel training, etc.) Assists in toilet training as prescribed by care plan developed by supervising nurse.
3. Assist patients with oral hygiene (e.g., brush teeth, care for dentures, etc.)
4. Assists in light home chore duties and errands, especially for participants without any family support. This includes washing dishes, laundry, meals preparation, light dusting and household cleaning, shopping, picking up prescriptions, etc.
5. Assists participants with walking, performing active and passive range of motion exercises, and progressive resistive exercises.
6. Helps with minor cleaning of health care equipment and devices used by participants and staff.
7. Provides routine monitoring and supervising participant as needed to assure his/her safety and comfort.
8. Measure and accurately record intake and output on appropriate forms in the client's record.

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9. Take temperature, pulse, respiration, height, and weight; accurately record on appropriate forms in the client's chart, and report all abnormal readings or sudden changes to the nurse.
10. Document actions done for the client and observations of the patient's condition and behavior on the client's record on hospital-approved flow sheets.
11. Prepare clients for meals; pass trays after verifying with the diet chart that the meal is correct. Feed patients who are unable to or have difficulty feeding themselves.
12. Prepare rest area by adding/removing linens from pillows and beds.
13. Transport ambulatory clients on wheelchairs to other areas of the hospital. Escorts participants to appropriate areas for treatments and/or physician visits as necessary.
14. Trains participants in the use of adaptive home equipment and devices which enable them to maintain basic activities of daily living in their own home.
15. Contribute to the patient's care plan by reporting possible nursing care plan additions or deletions to the supervising nurse.
16. Perform routine treatment procedures as directed by the supervising nurse.
17. Maintain a clean, well-stocked, safe environment for patients and staff.
18. Communicate and interact with client and families in a positive and courteous manner.
19. Use principles of growth and development to monitor each patient's age-specific needs and provide age-specific treatment and care.
20. Under the general guidance and review of the Recreational Therapist or Certified Occupational Therapy Assistant (COTA), this position exercises initiative and imagination in independently planning, organizing, and implementing activities which are age appropriate for the subject group.
21. Prepare, set-up, clean-up, and return all equipment and supplies to proper areas at the end of an activity.
22. Help operate and maintain audio-visual equipment.

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23. Administers passive Range of Motion Exercise (all movements done for client).
24. May be assigned volunteers and students to assist with activities, programs, and selected work assignments.
25. Work with clients on an individual basis as necessary.
26. Recognize signs and/or symptoms indicating a change in the usual condition of a client. Reports change to supervisor.
27. Maintain the strictest confidentiality of all facility and facility-related employee information.

### Other Duties:

In addition to the key duties and responsibilities, this position may be assigned to:

Assume responsibility for client's clothing and personal property and secure items in accordance with established procedures; report broken or malfunctioning equipment; attend and participate in in-service education programs to keep abreast of current practices, policies and procedures; responsible for maintenance and care of all the equipment and supplies related to recreational activities; may operate motor vehicles to transport clients on excursions; may be assigned to attend interdisciplinary groups and perform other related duties as assigned.

### Controls Exercised over the Work

RPN IV provides supervision to the position.

**Instructions Provided:** Employees are provided general instructions and specific instructions in new and unusual situation. Instructions may come from a RPN, Recreational Therapist, COTA, or other professional staff.

**Assistance Provided:** Employees perform work independently, receiving specific guidance only in new, unusual, or emergency situations.

**Review of Work:** Work is reviewed periodically to ensure that acceptable practices are followed.

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### **Prerequisite Qualifications Required for Positions Providing Care Services in a Skilled Nursing Facility (SNF) or Intermediate Care Facility (ICF):**

**Certification Required:** Applicants must obtain a valid State of Hawaii Nurse Aide Certificate certification, at the time of appointment, which demonstrates knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); the aging process; first aid; patient rights; universal precautions; infection control; body mechanics; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices; range of motion activities; bowel and bladder training; correct use of bed pans, urinals, and/or commodes, etc.); and basic medical and nursing terminology.

### **Knowledge and Abilities used in Performing Key Duties**

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a hospital or other medically oriented institution or program where the primary object was to observe and report on a variety of physical and/or mental symptoms and conditions and implement care and/or treatment procedures for a caseload of patients/residents. Such experience must have demonstrated knowledge of basic nursing skills (i.e., taking vital signs, measuring output, recognition of abnormal signs and symptoms, etc.); first aid; patient rights; universal precautions; infection control; body mechanics; principles of growth and development; purpose and benefits of activities of daily living (i.e., eating/feeding, providing fluids, bathing, dressing, etc.); purpose and benefits of restorative care (i.e., use and application of assistive devices, range of motion activities, etc.); basic medical and nursing terminology; personal hygiene; bodily care and body mechanics; housekeeping; the ability to read, write, speak, understand, and communicate effectively with others in English; perform tasks involving heavy physical effort (e.g., lift, position, push, pull, and carry 50 lbs. or more, and walk/stand for extended periods of time); demonstrate poise and tact in dealing with a wide range of clients with different illnesses and injuries; interact patiently and respectfully with staff, clients/patients/residents, and visitors.

In addition, one (1) year of work experience conducting home care visits to perform a variety of nursing support tasks in accordance with physician's orders and established procedures. Such experience must have demonstrated knowledge of body mechanics; purpose and benefits of activities of daily living and basic needs and problems of the clientele served.

**Certification Required:** Certification in Basic Life Support (BLS) and/or Heartsaver (adult, child & infant) must be obtained within six (6) months of employment.

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**Driver's License:** Valid State of Hawaii Driver's License. Type 3.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<b>Sensory:</b> Read typewritten and/or handwritten instructions or notes in client charts; observe changes in client skin color; observe clients participating in recreational activities; hear the conversational voice and through a stethoscope to measure client's blood pressure.
<b>Coordination and Dexterity:</b> Assist clients with personal care activities (e.g. ambulating, toileting, dressing, oral care, etc.); properly operate/maneuver wheelchairs, recliners, beds, etc.
<b>Strength and Stamina:</b> Lift, position, push, pull, and transfer clients, lift and carry 50 lbs. or more; walk and stand for extended periods of time, and subdue uncontrolled clients.
<b>Mobility:</b> Chase a runaway client; move freely throughout the work setting; and respond to emergency situations quickly.

(These requirements are supplemented by the Physical Requirements Specifications, for the Nurse Aide classes.)

**Personal Characteristics:** Patience, tact, an even temperament in meeting and dealing with others, and productive work habits.

**Desirable Qualifications:** Experience speaking/performing in front of a group; comfortable using a microphone; experience dancing, singing, or performing; extensive knowledge of recreational games. Mature, responsible, patient and trustworthy individual who enjoys working with the elderly population. Able to work independently and demonstrates ability to use initiative and good judgment especially in emergency situations. Flexible, creative and compassionate individual. Can work with family members as well as with other team members. Knowledgeable of geography and residences within job location area. Able to read maps and follow directions for home visits.