

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **Community Health Services Assistant**

(Position Description, Class Specification & Minimum Qualification Requirements)

**Entry Level Work**

**HE-04**

**6.802**

**Full Performance Work**

**HE-06**

**6.803**

### **Function and Location**

This position works in a community health nursing program, which provides a variety of health/nursing services to the community, families and individuals.

The position independently conducts home visits to demonstrate and teach caretakers of patients/clients to perform personal care routines, exercises, and other health practices, in accordance with individualized nursing care plans.

### **Key Duties and Responsibilities**

1. Demonstrate and teach bathing and safety techniques (e.g., lifting, transferring, etc. to caretakers.
2. Demonstrate and teach full range of motion exercises, simple bladder training and reality orientation exercises to caretakers.
3. Observe and assess the caretaker's ability to learn and perform the required tasks.
4. Observe family interactions, behavior and practices and their influence on nursing care goals.
5. Record all findings and observations in the nursing record and report findings, observations and unusual situations to the Registered Professional Nurse.
6. Take all vitals signs (e.g., temperature, pulse, respiration, blood pressure, height and weight). Accurately records findings in the patient's record.
7. Perform various screening tests and review immunization records with a high degree of accuracy and reliability; accurately document and report findings to the Registered Professional Nurse.
8. Assist the Registered Professional Nurse with monitoring and follow-up in accordance with the individualized care plan.

### **Other Duties**

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

Perform bathing, feeding and other personal care services until other resources

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are available; prepare patient records and appropriate case management forms upon admission; replenish supplies and equipment, as necessary; and perform other related duties as assigned.

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

Demonstrated proficiency in the application of all of the knowledge and abilities specified below for the Full Performance level, in providing the full range of services independently. Knowledge of the policies, procedures and work rules of the work site.

### **Controls Exercised over the Work**

A Registered Professional Nurse provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions and training; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees work independently and seek assistance from the supervisor when questions regarding policies and procedures arise and when clarification in handling a situation is needed.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure the provision of safe, quality care and proper adherence and implementation of policies, procedures, and protocols.

### **Prerequisite Qualifications Required for Entry Level**

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a health facility such as a hospital or similar medically oriented institution where the primary or basic objective 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. 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. Such experience must have demonstrated the ability to independently provide a variety of nursing support services to an assigned caseload of patients/clients; and assist and participate in the activities of a treatment team.

**License Required:** Applicant's must possess a valid State of Hawaii Driver's

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License, Type 3.

**Certification Required:** Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

**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 notes in patient charts; observe changes in a patient condition and behavior and family interactions; hear through a stethoscope to measure a patient's blood pressure.
<b>Coordination and Dexterity:</b> Demonstrate how to assist patients with personal care activities (e.g., bathing, dressing, toileting, etc.),.
<b>Strength and Stamina:</b> Lift, assist, and transfer patients.
<b>Mobility:</b> Move freely throughout patients' living quarters.

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

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the Entry Level Qualifications Required:

**Experience and Essential Knowledge and Abilities:** One (1) year of work experience in a community health nursing program, which involved independently conducting home visits to perform a variety of nursing support tasks in accordance with established procedures. Such experience must have demonstrated knowledge of body mechanics; purpose and benefits of activities of daily living, basic needs and problems of the clientele served; and the ability to teach by demonstration and/or instruction, basic health, safety and personal care techniques.

**Substitutions Allowed:** Completion of a practical nursing or professional nursing curriculum from an accredited school substitutes for the experience required for the entry and full performance levels.

**Desirable Qualifications:** Convey a positive attitude toward learning and adaptation to an ever changing health care environment; able to seek out learning opportunities to enhance knowledge skills; show respect and be sensitive to cultural issues that impact

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on client/patient/family health status, as well as the varied client population served; demonstrate flexibility; is able to work with diverse population groups comprising different socio-economic levels, age groups, ethnicity, and culture.