

HAWAII HEALTH SYSTEMS CORPORATION

Job Description

Health Care Aide

(Job Description, Class Specification & Minimum Qualification Requirements)

Entry	Pay Grade	HE-04	Job Code	6.309
Full Performance	Pay Grade	HE-06	Job Code	6.310

Function and Location

This position works in a hospital, clinic or long-term care facility and is responsible for providing routine, non-therapeutic exercises in accordance with established methods and procedures. The position may also assist therapist/assistants with setup and cleanup of equipment and supplies. The position may be required to work on shifts, including evenings, weekends and holidays.

Key Duties and Responsibilities

1. Carry out predetermined non therapeutic general exercises which are routine (repetitive, maintenance in nature, same procedure every day). These exercises may include routine ambulation, and maintenance exercises (to maintain patient's present level of functioning).
2. Administer passive Range of Motion Exercise (all movements done for patient).
3. Provide general instructions to patients and/or family regarding routine exercises and use of equipment.
4. Observe patients' behaviors, attitudes and responses and report any changes in patients' behavior to supervisor.
5. Prepares equipment and gathers necessary supplies for therapist/assistants.
6. Assists therapists in setting up an area for wound care and clean up the area after treatment is completed by the therapists following infection control precautions.
7. Maintain a clean, well-stocked, safe environment for patients and staff. Keep patient care and utility areas neat and clean.
8. Communicate and interact with patients and families in a positive and courteous manner.
9. Adhere to safety/infection control policies and procedures.

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10. Use the principles of growth and development to assess each patient's age-specific needs and provide age-specific care.
11. Maintain the strictest confidentiality of all facility and facility-related patient and employee information.

Other Duties

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

Prepare a variety of support duties (e.g., hot pack, cold pack, setting points on weights and exercise programs); maintain equipment and appliances; participate in discussions relating to patient evaluations and exercise program; take vital signs; record daily exercises and attendance; assist with transfers/transportations by lifting and positioning patients; assist with toileting, bathing, dressing, and grooming; requisition supplies and equipment, monitor and initiate requisitions for supplies; answer phones; attend meetings and in-service training; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Demonstrate 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 to the patients of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

Supervision Provided By

A Physical Therapist, Registered Professional Nurse, Rehabilitation Services Manager or designee provides supervision to the position.

Instructions Provided: Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions with assignments being spot checked, and specific instructions in new and unusual situations.

Assistance Provided: Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

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Review of Work: Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically for completeness and compliance with instructions given.

Prerequisite Qualifications Required for the Entry Level

Education: High school diploma or the equivalency is preferred.

Experience: One year of experience working with patients in a hospital, facility or program.

Knowledge and Abilities: Must have demonstrated knowledge of basic spoken and written English; life skills which include activities of daily living (e.g., eating/feeding, providing fluids, bathing, dressing, etc.), recreation and leisure, etc.; and the ability to read, write, speak, understand and communicate effectively with others in English; follow oral and written instructions precisely; and get along well with others.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience: One year of work experience in a unit which involved participation in the provision of routine, non-therapeutic general exercises within predetermined plans.

Knowledge and Abilities: Must have demonstrated the acquisition of a good working knowledge of exercise procedures and techniques pertinent to general exercise programs; knowledge of procedures and common medical terminology; use and care of appropriate equipment and supplies, orthotic and prosthetic devices and wheelchairs; applicable hospital/facility/program policies and procedures; the ability to take vital signs; assist and participate in the activities of the unit; communicate and deal effectively with patients and their families; and work effectively with others.

Substitutions Allowed:

- a. Successful completion of a physical therapist assistant curriculum from an accredited school may be substituted for all of the work experience required, or
- b. Successful completion of all requirements for a bachelor's degree in physical therapy from a school approved at the time of their graduation, by an agency recognized by either the United States Department of Education or the Council on Post-Secondary Accreditation; or in the case of a foreign-trained person, a

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credentials evaluation agency recognized by the appropriate licensing agency of the State of Hawaii, indicating completion of an education program that has been determined to be equivalent to entry level Physical Therapist education in the United States, may be substituted for all of the work experience required.

Certification Required:

Basic Life Support (BLS) for Healthcare Workers must be obtained within six months of employment.

Desirable Qualifications: Oral and written communication skills; good observation skills and ability to report/record accurately; positive attitude; and be self-motivated.

Health and Physical Requirements: All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without accommodation.

ADDENDUM ATTACHED

Yes No