Position: HHA

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications which may be required of the employee assigned to the position. Depending on the size of the facility the job duties may vary. Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind; my employment with the Company is at-will.

Position Summary

Home Health Aides (HHAs) are para-professional employees that help elderly, convalescent or disabled persons live in their own homes instead of in a health facility. Under the supervision of nursing or medical staff, they provide health-related services; the nature of the direction and supervision required varies by State. Most Home Health Aides work with patients who need more extensive care than family members or friends can provide.

Position Responsibilities

Home Health Aides (HHAs) provide auxiliary services, such as personal care and assistance with daily living tasks. Common responsibilities of HHAs include (but are not limited to):

- Maintain a comfortable, orderly, safe and clean environment for patients
- Knowledgeable of the individualized care plan for patients
- Dress patients according to their needs, ranging from minimal assistance to totally dependent
- Bathe patients using bed baths, tub baths or showers
- Prepare, serve, and collect food trays; feed patients who are physically unable to feed themselves
- Toilet patients; may also help transport patients to the bathroom and provide incontinent care
- Administer medication as directed by nurse or physician
- Record patient vital signs
- Provide catheter care by emptying and recording intake and output
- Assist with ROM exercises, as prescribed by physical therapy
- Make beds and change linens
- Ensure that non-ambulatory patients are turned regularly, to ensure comfort and to prevent bedsores
- Lift, move, and transport patients using proper body mechanics or lifting devices for accident prevention
- Report all changes of patients, physical and mental, to supervisor
- Complete daily documentation on the care provided to each patient concisely, accurately and completely, in a timely manner, in the appropriate format and on the appropriate forms
- Perform other position-related duties as assigned

Other Responsibilities

- Follow facility and OSHA safety rules and procedures while on assignment
- Follow facility and GHR Unusual Occurrence Protocol
- Respect cultural and religious practices of patients
- Uphold HIPAA regulations
- Punctual and dependent for assigned/confirmed shifts
Position Requirements

- High school graduate preferred
- One (1) year home health experience preferred
- Clear background check and drug screen before each new assignment
- Eighteen (18) years or older
- Federal-, State- and GHR-required credentials current and on file
- Able to read and write consistent with job requirements; cognitive skills as related to the position
- Proficient interpersonal relations and communicative skills

Working Conditions

Work as an aide can be physically demanding. Aides spend many hours standing and walking, and they often face heavy workloads. Aides must guard against back injury because they may have to move patients into and out of bed or help them to stand or walk. Because mechanical lifting devices available in institutional settings are not as frequently available in patients’ homes, home health aides must take extra care to avoid injuries resulting from overexertion when they assist patients. It is important for aides to be trained in and to follow the proper procedures for lifting and moving patients. Aides also may face hazards from minor infections and major diseases, such as hepatitis, but can avoid infections by following proper procedures.

Aides also perform tasks that some may consider unpleasant, such as emptying bedpans and changing soiled bed linens. The patients they care for may be disoriented, irritable, or uncooperative.

Home health aides generally work alone. They receive detailed instructions explaining when to visit patients and what services to perform. Aides are individually responsible for getting to patients’ homes.

Physical Demands

- Ability to lift fifty (50) pounds. Moving, lifting or transferring of patients may involve lifting of up to 100 pounds
- Ability to exert maximum muscle force to lift, push, pull or carry patients
- Ability to use abdominal and lower back muscles over time without fatigue
- Ability to bend, stoop, stretch, twist, sit, and reach
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is required to sit and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 50 pounds and may occasionally move 100 pounds.

Physical Demand Ratings are an estimate of the overall strength requirements that are considered to be important for an average, successful work performance of a specific job. In order to classify the occupation of a worker with a physical demand rating, the most strenuous and frequently performed tasks are evaluated. The overall physical demand rating for a job of the HHA falls within the Medium classification according to the Dictionary of Occupational Titles. However, due to the fact that aides work by themselves and are the sole caretaker, and therefore, do not have help in moving/lifting patients, this position has been classified as Heavy (exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects*).

*Physical demands as published by the US Department of Labor, 1991 in the Dictionary of Occupational Titles, 4th, Edition. You may contact GHR’s Human Resources Department for a comprehensive list of physical demands.