

Position: Homemaker Aide**Reports to:** HMA/HCA Supervisor**Department:** Public Health**Effective Date:** November, 2008

Policy # Personnel - 14 Job Title: Homemaker Aide	ISSUED: 7/16 REVISED: REVIEWED:
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JOB SUMMARY:

Under general supervision, performs a broad range of patient related care, and social, household and personal care services in home setting to enhance the capacity of household members to attain or maintain independence. Duties include, but are not limited to, performing simple therapy procedures as an extension of therapy services, assisting with medications, providing transfer and ambulation services, meal preparation, house cleaning, errands, and assisting with personal hygiene, etc. Works with special care equipment. Documents services/activities provided.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education:	High school diploma or equivalent preferred.
Licensure/certification:	Certified Nursing Assistant. Valid Iowa drivers license with proof of personal auto liability insurance, or demonstrated reliable mode of transportation for extensive local travel.
Previous Work Experience:	Previous experience as a nursing assistant in an adult care setting, such as nursing home, or acute care hospital setting preferred.
Skills:	Demonstrated ability to effectively communicate in English with people from diverse professional, educational and lifestyle backgrounds both orally and in writing. Ability to read and understand/follow written and verbal directions. Requires organizational and self motivational skills in prioritizing and managing multiple tasks. Must demonstrate ability to utilize effective decision-making, and problem solving techniques. Ability to remain calm, cheerful, and professional in stressful situations amid interruptions in potentially fast-paced environment.

ORGANIZATIONAL RELATIONSHIPS:

Reports to:	Public Health Administrator
Works with:	Patients, patient's families, co-workers and outside vendors.

JOB DUTIES AND RESPONSIBILITIES:**Essential Functions:**

1. Demonstrates ability to consistently meet the department work schedule.
2. Assists patients in their homes in a cheerful, sensitive, caring and professional manner consistent with established policies and practice considering priorities, lifestyle, plan of care, and time schedules provided by Madison County Public Health Office Manager/Scheduler.
3. Provides personal and/or environmental care related duties including, but not limited to, personal hygiene (i.e. bathing, skin care, oral care, shampooing hair, back rubs, toileting, etc.); planning purchasing, preparing, and serving nutritious, well-balanced and attractive foods in accordance with patient's preferences and dietary restrictions; housecleaning; shopping; errands; laundry, etc. Identifies and reports or corrects unsafe or potentially hazardous conditions.
4. Under appropriate professional supervision, assists patients in the use of special care equipment, canes, walkers, prosthetics, etc., by instructing and physically working with them. Checks special care equipment for proper working order and reports, corrects or seeks assistance as needed from appropriate professionals if questions arise.
5. Maintains contact with HMA/HCA Supervisor to ensure that appropriate care and services are rendered by reporting changes in patient's health, behavior, and environment. Documents activities and care provided in an accurate and timely manner in accordance with established charting instructions.
6. Maintains awareness of own safety in carrying out duties and responsibilities. Adheres to universal precautions. Reads and follows manufacturer instructions in use of equipment and chemical and cleaning solutions.
7. Communicates effectively in coordinating services with all members of the health care team and community resources. Utilizes effective decision making and problem solving skills, consulting with supervisors and peers on care issues as appropriate. Participates in staff meetings.
8. Maintains patient confidentiality and uses discretion in patient interactions.

Note: Duties and responsibilities may be added, deleted, or changed at any time at the discretion of the supervisor, formally or informally, either verbally or in writing.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

This position functions in a home patient care environment and requires extended periods of standing, twisting, stooping, bending, squatting, reaching, and ability to bend and lift at the same time. Full range of body motion required in the handling and lifting of patients. Must be able to lift 25 pounds, bend to the floor and reach overhead, crouch, and push and pull in working with cleaning equipment. Manual dexterity required in handling of equipment, working with individuals in need of physical assistance, and documenting services/activities rendered. Visual, auditory and verbal acuity sufficient for accurate perception of patient behaviors and oral communication. Visual acuity required for reading written instructions, and recognizing a clean environment when tasks are complete. Manual dexterity required for grasping equipment and supplies, and working with patients requiring physical assistance. Emotional demands require working and remaining calm, cheerful and professional in a potentially stressful environment. Mental abilities required to assimilate information and utilize effective decision making and problem solving techniques.

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials and are therefore included in the Occupational Safety and Health Act (OSHA) Exposure Control Plan with all its specifications for preventing contact with the above materials.

ADDITIONAL WORKING CONDITIONS:

- Requires working under stressful conditions or working irregular hours
- Requires frequent exposure to communicable diseases, toxic substances, and other conditions common to a clinic or home environment.
- In addition, there may be occasional exposure to pests (such as rodents, cockroaches, snakes, etc.), domestic animals such as cats, dogs, birds, and other home adverse conditions.
- Requires operating a motor vehicle before, during, and after adverse weather conditions have occurred.

NOTICE OF RESIGNATION:

This position is a position "at will". However, for the purposes of benefit pay out upon termination, two weeks written notice is required.

OTHER DUTIES

- Assists with public health emergency operations.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management and the employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

Public Health Administrator Date

I have read and understand this explanation and job description.

Employee Date

