



POSITION DESCRIPTION

JOB TITLE:

Home Health Aide

PROGRAM:

My House Senior Living

REPORTS TO:

Program Coordinator/Program Manager

JOB SUMMARY:

To provide assistance to meet essential personal and physical needs in order to increase or maintain self-sufficiency of each client.

RATE OF PAY:

\$9.50 - \$10.50 DOE

DUTIES AND RESPONSIBILITIES:

1. Provide services and supports in accordance with the Care Plan for each assigned client.
2. Provide services and supports in accordance with My House Senior Living Policies and Procedures.
3. Assist each assigned client to maintain their personal cleanliness and activities of daily living through the following tasks:
 - 3.1 Assist with showering, bathing, toileting, dressing and shampooing.
 - 3.2 Assist with transfer to and from wheelchair and/or bed.
 - 3.3 Assist with eating, where the assistance required may include:
 - a.) Reminding or encouraging the client to maintain intake;
 - b.) Preparing and/or serving food to the client;
 - c.) Preparing food for consumption through cutting meats or other set up activities and
 - d.) Feeding the client.
 - 3.4 Assist with routine ambulation activity.
 - 3.5 Assist with routine nail and skin care.
 - 3.6 Assist with tasks necessary for the comfort and safety of the client when they may have restrictive movements
 - 3.7 Assist the client with special appliances and/or prosthetic devices (this is only required when the procedure is routine. Well established and is in accordance with the Care Plan.
 - 3.8 Assist the client with routine range of motion activities.
 - 3.9 Encourage client to participate in socialization and activities of choice.

- 3.10 Train the client, their family members and/or friends in personal care tasks.
- 3.11 Encourage family support of the client's Care Plan/Service Plan.
4. Maintain safe and sanitary living conditions for each assigned client through the following:
 - 4.1 Cleaning Tasks- dusting, cleaning floors cleaning bathrooms, cleaning windows, cleaning oven and refrigerators (if necessary to prepare food safely), cleaning kitchen, washing dishes, changing linens and making beds, and routine maintenance of household appliances.
 - 4.2 Laundry Tasks- washing, drying and folding laundry.
 - 4.3 Heavy indoor cleaning.
5. Notify the Program Coordinator/Program Manager immediately following your shift if the assigned client appears to need additional non-critical medical and/or social support than is specified in their Care Plan.
6. Following a Code of Conduct which includes but is not limited to:
 - 6.1 Maintain confidentiality of each client.
 - 6.2 Act and communicate in an appropriate professional manner at all times.
 - 6.3 Maintain a clean, modest and well-known appearance.
 - 6.4 Will be on time for all scheduled shifts. Unapproved absences will not be tolerated.
 - 6.5 Must timely notify Program Coordinator/Program Manager of any excused absence related to personal or immediate family illness, injury, or death.
 - 6.6 Will not make or receive personal calls while on duty. Emergency calls related to personal or family crisis are an exception.
 - 6.7 Will adhere to all local traffic laws while on duty.
 - 6.8 Will not receive personal visitors while at their assigned client's home.
 - 6.9 Smoke in designated areas only.
 - 6.10 Follow the Program Coordinator/Program Manager's instructions. (My House Senior Living considers failure to follow instructions to be insubordination.)
7. Follow the Personal Care Service Specifications.
8. Submit all required paperwork within requested time frame.
9. Fill out time sheets on a daily basis and have them signed by the respective client.
10. Attend mandatory meetings and/or training as requested.
11. All other duties as assigned by the Program Coordinator/Program Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- 18 years of age
- Required to pass a criminal/background check in accordance with A.R.S. 36-594 utilizing information provided on form DD-258 and fingerprint check.
- Submit a motor vehicle record and meet/maintain the State of AZ required level of liability insurance, have current registration for all vehicles being used, and a current AZ driver's license (if receiving mileage reimbursement).
- Knowledge of Phoenix roads and ability to read maps.
- Must provide three (3) verifiable references (non-family).
- Must have current CPR and First Aid Certifications. (Reimbursed after 1 year)
- Must have current notification of being free of TB. (TB Test expenses reimbursed after 1 year)
- Bilingual, if providing services in a home where the client's primary language is a language other than English.

Written 1/3/03