



## Job Description

### Job Title: Home Health Aide/CNA

**Job Summary:** Provides health care tasks, personal hygiene services, housekeeping tasks and other related support services essential to patient health. Observes, records and reports all changes to supervisor. All HHA's must demonstrate competence in performing the necessary skills and only perform those skills on the plan of care.

**Reports to: Clinical Director**

#### **Essential Functions:**

1. Performs home management tasks including housekeeping, laundry, shopping and errands
2. Prepares and serves simple modified diets according to instruction and assists with feeding as necessary
3. Assists with bathing, dressing and grooming
4. Assists with toileting, including use of bedpan, commode or toilet
5. Assists with transfers and ambulation including use of cane, walker, and wheelchair
6. Assists with medication reminders as specified on plan of care
7. Provides routine skin care. May assist self-directing consumers in applying nonprescription topical medications to skin surface.
8. .Obtains patient's weight
- 9..Assist self-directing consumers in performing maintenance exercise programs
- 10 .Cares for male external catheter. Assists with the emptying of indwelling catheter drainage bag.
11. Assists the self-directing patient with use of oxygen equipment
12. Completes all other duties as assigned within the scope of practice

**Minimum Qualifications:**

- Has a current and valid HHA/CNA Certificate and is registered in the IN HHA/CNA registry.
- Must be at least 18 years of age
- Must have a phone or a way to communicate to the office daily
- Must be able to arrive at cases at the required time
- The employee must have a car with a valid IN DL
- Must be able to follow the care plan written in the home
- Preferred high school diploma or equivalency

**Physical/Mental Requirements:**

- 1.Job involves performing tasks under the direction and supervision of a registered nurse. Work requires adherence to precise procedures and standards involving a high degree of accuracy in observing, recording and reporting data.
- 2.Appreciable physical effort or strain. Moderately heavy activity may include lifting, constant stooping and walking.
- 3.Continuous exposure to various disagreeable physical conditions.
- 4.Good communication skills required with patients, family and other employees.

**Acknowledgement:**

I have read and understand this job description of Home Health Aide and agree to abide by these standards and the P&P of TMJ Home Health Care LLC.

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Home Health Aide \_\_\_\_\_ Date \_\_\_\_\_

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Director of Nursing \_\_\_\_\_ Date \_\_\_\_\_

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Administrator \_\_\_\_\_ Date \_\_\_\_\_