

Job Title: Home Health Aide/Certified Nursing Assistant Indianapolis, IN	Effective Date: 10/6/2017
Department: Home Health	Revised:
Supervised By: Client Services Director	FSLA: Non-Exempt
Supervises: N/A	Location: Home Health

Required Education/Experience/Skills

1. HS Diploma or equivalent
2. Completion of Certified Nursing Assistant Training and certificate must be in good standing
3. Minimum of six (6) months' work experience in a supervised setting, preferably health care facility
4. Ability to perform paperless documentation performed electronically
5. Demonstrated ability to read, write, and follow a written Plan of Care
6. Good verbal, written, and interpersonal skills
7. Licensed driver with automobile insured in accordance with state and agency requirements and in good repair

General Responsibilities

1. Performs personal care activities, including but not limited to:
 - a. Bathing
 - b. Shampooing
 - c. Skin care/nail care
 - d. Oral hygiene
 - e. Shaving
 - f. Dressing
2. Performs household services essential to health care at home, including but not limited to:
 - a. Meal preparation/feeding
 - b. Laundry
3. Light housekeeping
4. Reports any observed or reported changes in the client's condition and/or needs to the Registered Nurse or Therapist.
5. Follows reporting guidelines in the Care Plan.
6. Documents care provided and completes the forms required for the client's records. Completes the appropriate records to document care given and pertinent observations.
7. Promotes personal safety and a safe environment for clients by observing infection control practices, following Agency guidelines, and reporting unsafe situations to the Case Manager.
8. Demonstrates safe practice in the use of equipment. Does not use equipment until orientation about its operation has been provided. Notifies supervisor of educational

needs.

9. Communicates effectively with all members of the interdisciplinary team through verbal reports, participation in staff meetings, and team conferences, as requested.
10. Maintains confidentiality in all aspects of the job.
11. Attends in-service programs to meet compliance requirements. Identifies learning needs to Agency supervisor.
12. Performs other related duties and responsibilities as deemed necessary.

Standard Requirements

1. Supports the Mission, Values and Vision of Compass Park.
2. Is knowledgeable of resident rights and ensures an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
3. Supports, cooperates with and implements procedures and programs for:
 - a. Safety, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - b. Confidentiality of all data, including resident, employee and operations data.
 - c. Quality Assurance and compliance with all regulatory requirements.
 - d. Compliance with current law and policy to provide a work environment free from sexual harassment and all illegal and discriminatory behavior.
4. Supports and participates in common teamwork
 - a. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - b. Uses tactful, appropriate communications in sensitive and emotional situations.
 - c. Follows up as appropriate with supervisor, co-workers or residents regarding reported complaints, problems and concerns.
 - d. Promotes positive public relations with residents, family members and guests.
5. Completes requirements for in-service training, acceptable attendance, uniform and dress code including personal hygiene, and other work duties as assigned

Receipt and Acknowledgment

I acknowledge and understand that receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.

Job duties, tasks, work hours and work environment may be changed at any time.

Acceptable job performance includes completion of the job requirements as well as compliance with policies, procedures, rules and regulations.

Required Signatures

Employee Signature

Date

Essential Elements/Job Functions Assessment

Physical Requirements: auditory and visual skills; ability to bend, stoop, sit stand, reach and lift items weighing up to 50 lbs., pushing, pulling, climbing stairs.

Stress Factors – ability to respond professionally to frequent interruptions.

Work Environment – able to work independently and well as with peers and management staff; verbal contact with others, face-to-face interaction with staff, residents and family members; shift work, fumes/odors.

Equipment – telephone, fire alarm, electronic scales, adjustable chairs/beds, and various other equipment and supplies.

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 I have read the Essential Elements-Job Functions Assessment and am able to meet these requirements.

Employee Signature

Date

I would like to discuss accommodations.

Employee Signature

Date