

# Full Time Certified Home Health Aide

## POSITION SUMMARY

As a member of the interdisciplinary team, the hospice aide provides personal care and homemaker services to the terminally ill patient and performs related tasks in the patient/family place of residence in accordance with the plan of treatment as assigned by the RN Case Manager. Duties assigned are to increase the level of comfort, and to maintain personal hygiene and a safe, healthy environment for the patient and to provide for temporary respite and relief from total care responsibilities for the primary caregiver.

## QUALIFICATIONS

1. High school Diploma or GED.
2. Current CHHA Certification within the State. Certification in Hospice and Palliative Home Health Aide desired.
3. 1-2 years related experience. Experience working as a CHHA or completion of CHHA program within the last two (2) years. Spanish speaking preferred.
4. Ability to read, write and carry out directions.
5. Working knowledge of basic first aid.
6. Demonstrated experience as a home health aide or completion of an appropriate hospice orientation and training program.
7. Basic knowledge and skills of food preparation and household cleanliness.
8. Ability to maintain a high level of confidentiality concerning patient and family information.
9. This position requires a personal vehicle in order to perform the essential job functions. A valid California driver's license including an acceptable driving record, and auto insurance coverage, as set forth below, are required. You will be required to travel within the organization's area of service which includes; Aguanga, Canyon Lake, Fallbrook, Hemet, Homeland, Lake Elsinore, Menifee, Murrieta, Nuevo, Perris, Quail Valley, Romoland, San Jacinto, Sun City, Temecula, Wildomar, and Winchester. This travel may include freeway, city and rural road travel and travel during busy commuter times.

### Definition of Acceptable Driving Record

- No more than three moving violations or more than one chargeable accident during the past 36 months, or
- No major convictions (driving under the influence of alcohol or drugs, reckless driving, etc.) within the past seven years, or
- No license suspensions or revocations within the past seven years.

## Vehicle Insurance Requirements

- \$10,000 property damage and a minimum of \$100,000/\$300,000 bodily injury coverage.
- Drivers are required to provide Hospice of the Valleys with a copy of their automobile insurance declaration page indicating proof of property and liability coverage prior to employment and ongoing with each policy renewal period.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following non-inclusive list. Other duties may be assigned. Nothing in this job description restricts management's right to assign or reassign duties to this job at anytime. All duties are to be performed in compliance with applicable laws, regulations, and Hospice of the Valleys policies and procedures.

1. Follow plan of care established by interdisciplinary team (IDT), under supervision of RN Case Manager.
2. Report changes in the patient's conditions and needs to the RN Case Manager or Director of Patient Services.
3. Observe and immediately report signs and symptoms of discomfort including presence of pain to the RN case manager, or day triage RN.
4. Provide or assists patient in bathing, care of mouth, skin, and hair.
5. Assist patients in and out of bed and assisting with ambulation.
6. Turn patients in bed and positions for comfort.
7. Assist with prescribed exercises which patients and home health aides have been taught by appropriate health personnel.
8. Prepare meals and assist patients with eating.
9. Assist patients to bathroom or in using bedpan or urinal.
10. Assist with medications that are ordinarily self-administered per state and federal regulations.
11. Perform household services to facilitate the patient's self-care at his/her place of residence.
12. Change simple dressings or ostomy bags under RN supervision.
13. May make beds and perform other tasks to provide a suitable environment for patients.
14. Observe for safety hazards in the patient's and organization's environments and take appropriate steps to reduce or eliminate them.

15. Perform routine first aid to the patient in case of emergency.
16. Attend and participate in in-services and staff meetings.
17. Attend all Hospice Aide team planning meetings as appropriate.
18. Complete all documentation in an accurate, legible manner and in the timeframe required by standards and regulations.

**Physical Demands:** 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to sit; use hands to finger, handle, feel or grasp and talk or hear. The employee is continuously required to reach with hands and arms. The employee is continuously required to stand, and walk. The employee is frequently required to bend, stoop, stretch and climb. The employee must regularly lift and/or move up to 25 pounds from shoulder to overhead and occasionally lift and/or move up to 40 pounds from floor to waist and waist to shoulder. The employee must be able to perform patient transfers, utilizing appropriate techniques, up to 150 pounds. The employee must be able to drive a car to patient home 2-4 hours per day. Specific vision abilities required by this job include close vision to distance.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The employee will be required to operate standard equipment in performance of duties: blood pressure cuff, etc. The noise level in the work environment is usually moderate to occasional low.