

TITLE OF POSITION: HOME HEALTH AIDE

TITLE OF IMMEDIATE SUPERVISOR: Registered Nurse/Director of Nursing

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – HIGH

Home health aide services may also be provided by a CNA subject to the same supervision described below. If necessary, they may also be provided by an LPN or RN

DUTIES

1. Provides personal care and related services in the home, under the direction, instruction and supervision of the staff nurse and the Director of Nursing
2. Tasks to be performed by an HHA must be assigned by and performed under the supervision of an RN who will be responsible for the patient care provided by the HHA.
3. Under no circumstances may an HHA be assigned to receive or reduce any intravenous procedures, or any other sterile or invasive procedures, other than rectal temperatures or enemas.

RESPONSIBILITIES

1. Follows the plan of care to provide, safe, competent care to the client
2. Helps the patient to maintain good personal hygiene and assists in maintaining a healthful, safe environment
3. Plans and prepares nutritious meals, markets when instructed to do so by the nurse
4. Assists the patient with ambulation as ordered by the physician and approved and supervised by the nurse
5. Assists the therapy personnel as needed with rehabilitative processes
6. Encourages the patient to become as independent as possible according to the nursing care plan
7. Attempts to promote patient's mental alertness through involvement in activities of interest
8. Gives simple emotional and psychological support to the patient and other members of the household and establishes a relationship with patient and family which transmit trust and confidentiality
9. Reports any change in the patient's mental or physical condition or in the home situation to the staff nurse, or to the a Aide supervisor
10. Performs routine housekeeping tasks as related to a safe and comfortable environment for the patient, as instructed by the professional nurse
11. Prepares a visit report promptly and incorporates same in the clinical record weekly

12. Confirms on a weekly basis, the scheduling of visits so that other necessary visits by staff members can be coordinated	
13. Works with personnel of other community agencies involved in the patient's care as directed by the nurse	
14. Attends in-service as required by regulation	
JOB CONDITIONS	
1. The ability to drive and the ability to access clients' homes which may not be routinely wheelchair accessible are required.	
2. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care.	
3. On occasion, may be required to bend, stoop, reach and move client weight up to 250 pounds; lift and/or carry up to 30 pounds.	
4. Must be able to communicate clearly, both verbally and in writing.	
EQUIPMENT OPERATION	
Use of BP cuff, thermometer and stethoscope Hand washing materials	
COMPANY INFORMATION	
Has access to all client medical records which may be discussed with the Registered Nurse and the Director of Nursing	
QUALIFICATIONS	
1. Preferably a high school diploma or equivalent	
2. Must have completed a minimum of 75 hours of training which includes an introduction to personal care services	
3. If a Nursing certified by the state, the individual will meet the qualifications for a home health aide as his or her hours of training will exceed the minimum required.	
4. Must be free from health problems that may be injurious to patient, self and co-workers and must present appropriate evidence to substantiate this	
5. Must comprehend the basics of personal care, housekeeping and meal preparation	
6. Must understand and respect client's including ethics and confidentiality of care	
ACKNOWLEDGMENT	
Employee Signature	Date

**TITLE OF POSITION: PAYROLL/BILLING/RECEIVABLES
CLERK**

**TITLE OF IMMEDIATE SUPERVISOR: PAYROLL/BILLING/RECEIVABLES
MANAGER**

RISK OF EXPOSURE TO BLOODBORNE PATHOGENS – LIMITED

DUTIES
Assists the Payroll/Billing/Receivables Manager in all aspects of payroll and billing
RESPONSIBILITIES
1. Prepares and submits payroll and billing
2. Assists with accounts receivable and collection activity
3. Complies and completes all statistical reports as requested by the Manager
4. Prepares and submits cash receipt reports, employee invoices, and mileage sheets
5. Compiles and completes client visit log on a weekly basis
6. Compiles and completes monthly visit report
7. Prepares and submits supply lists for billing
8. Performs other duties as assigned by the Manager
JOB CONDITIONS
1. Position is stressful in terms of meeting deadlines.
2. It is primarily a desk job which essentially involves sitting, standing, stooping and walking, as well as an inordinate amount of telephone communication.
3. It requires minimal lifting of office records and printouts.
4. The ability to read 12 point and larger type is required.
5. One must be able to hear adequately on the telephone with no more than an amplifier and be able to communicate both verbally and in writing.

EQUIPMENT OPERATION	
The job requires the ability to utilize a PC, calculator, multi-line telephone, and other related office equipment.	
COMPANY INFORMATION	
Has access to all client financial accounts, personnel records, which may be discussed with all management staff, including Governing Body	
QUALIFICATIONS	
1. High school diploma or equivalent	
2. Minimum of one year experience in bookkeeping or related field or evidence of concentrated training	
3. Must be able to handle heavy telephone work	
4. Must be able to type 40 words per minute accurately	
5. Must have a criminal background check	
ACKNOWLEDGMENT	
Employee Signature	Date