

Benzie Senior Resources
Job Descriptions

Job Title: Home Health Aide
Reports to Director of Health Care Services

CLASSIFICATION: Non-exempt, part-time

PURPOSE: Provision of non-medical, in-home support services

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of personal care and health care tasks for clients in accordance with client's individualized care plan, including bathing, dressing, toileting, assessment of vital signs, medication reminder, mouth/skin/hair and non-podiatric nail care, assistance with exercise program, routine care of ostomies, and simple dry dressing changes.
2. Provides for a clean, safe, and healthy environment for clients by performing light housekeeping, laundry and bed-making, retrieving mail, and other related activities.
3. Assists in meeting nutritional needs by providing meal planning, meal preparation, grocery shopping, dishes, and kitchen clean-up.
4. Provides companionship for the client, including, but not limited to talking and listening, reading aloud, providing social and emotional support. Promotes the client's mental alertness through involvement in activities of interest.
5. Follows up on all referrals in a timely manner (1-3 days).
6. Monitors client situation and environment, and reports all potentially harmful or unusual situations to supervisor.
7. Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers.
8. Maintains confidentiality regarding client information.
9. Accurately and thoroughly completes required documentation of services delivered and submits to office in a timely manner according to policy.
10. Uses equipment and supplies safely and properly.
11. Participates in staff meetings, training sessions, and/or other related meetings