

# SEMCIL United Home Healthcare Choices, Inc.

## *Job Description*

**Job Title:** Home Health Aide (HHA)  
**Location:** Rochester, Winona, Red Wing  
**Reports to:** Home Care Nurse Case Mgr.  
**Exempt (Yes/No):** No  
**Date Revised:** July 2006

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### **Job Summary**

This position performs services for the client as necessary to maintain the personal comfort of the client.

### **Essential Duties and Responsibilities**

#### **A. Administrative**

1. Timely and accurate completion of:
  - a. Aide Intervention sheets
2. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
3. Maintain positive working relationships with SEMCIL and SEMCIL UHHC staff, community providers and referral sources.

#### **B. Services and Procedures**

1. Bowel and bladder care
2. Skin care to maintain the health of the skin
3. Range of motion (ROM) and muscle strengthening exercises to maintain an optimal level of functioning
4. Respiratory assistance
5. Transfers and ambulation
6. Bathing, grooming and hair washing necessary for personal hygiene
7. Turning and position of the client(s)
8. Assistance with furnishing medication that is normally self-administered
9. Application and maintenance of prosthetics and orthotics
10. Cleaning medical equipment
11. Dressing or undressing of the client(s)
12. Incidental homemaking tasks: Change bed linens, meal preparation/feeding
13. Assisting, monitoring or prompting the client to complete the above items
14. Redirection, monitoring and observation that are an integral part of a personal care plan in the above items
15. Redirection and intervention for behavior, including observation and monitoring
16. Participate in in-service programs to meet compliance requirements

**Note:** This job description reflects management's assignment of duties and does not restrict nor limit the duties that may be assigned.

### **Qualifications/Requirements**

#### **A. Education and Experience**

1.
  - a. Have successfully completed a seventy-five (75) hour course and competency evaluation; or
  - b. Have successfully complete a competency evaluation approved by the Commissioner; or
  - c. Have successfully completed training in another jurisdiction equivalent to the required in 1a; or
  - d. Have successfully completed a training program or competency evaluation program which satisfies the requirements of Medicare for Home Health Aides as provided by the Code of Federal Regulation, Title 42, Section 484.36.

- e. Have satisfied the following requirements:
  - 1) Meet the requirements of Title XVIII of the Social Security Act for Nursing Assistants in nursing facilities certified for participation in the Medicare program or have successfully completed a Nursing Assistant training program approved by the State of Minnesota; and
  - 2) Have had at least twenty (20) hours of supervised practical training of experience performing Home Health Aide tasks in a home setting under the supervision of a Registered Nurse or complete the supervised practical training or experience within one (1) month after beginning work performing Home Health Aide tasks; or
- f. Prior to June 1, 1993, had completed an approved Home Health Aide training program.
- 2. Eighteen (18) years of age, or if sixteen (16) to eighteen (18) years of age, has completed a certified home health aide competency evaluation.

**B. Certificates, Licensure and Registration**

- 1. United States Citizenship or evidence of a valid Alien Work Permit.
- 2. Valid driver's license and proof of auto insurance, if applicable.
- 3. Position is subject to a Minnesota Department of Human Services background check.
- 4. Possess and maintain current Mantoux testing.

**C. Language Skills**

- 1. Excellent customer service and listening skills
- 2. Excellent oral and written communication skills.
- 3. Ability to write clear, concise and accurate correspondence.

**D. Mathematical Skills**

- 1. Ability to compute basic mathematics.

**E. Reasoning Ability**

- 1. Demonstrate the ability to make appropriate professional judgments.
- 2. Ability to handle multiple tasks.
- 3. Able to and provide covered HHA services according to the client's care plan, respond appropriately to consumer's needs and reports changes in the consumer's condition to the licensed supervising RN.
- 4. Strong organizational and problem solving skills.

**F. Physical and Environmental Demands**

The physical demands described here are representative of those that must be met by employees to successfully perform the essential job functions of this position. In compliance with the Americans with Disabilities Act, reasonable accommodations will be considered.

- 1. Occasional use of hands, wrists and fingers and lifting or moving up to 75 lbs may be required.
- 2. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
- 3. This position requires spending a majority of the workday standing and walking, with occasional sitting.
- 4. Noise and/or level of distractions in the work environment is moderate.
- 5. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
- 6. Ability to operate a motorized vehicle and have reliable transportation for work in the community.