

Job Description

Care at Home 
Community Healthcare
300 Orchard City Dr., Suite 108
Campbell, CA 95008
Telephone: 408-379-3990

Certified Home Health Aide

Position Summary:

Under the supervision of the RN Supervisor, the Certified Home Health Aide (CHHA) is responsible for providing personal care assistance to clients such as personal hygiene, bathing, dressing, exercise, and nutrition to achieve client self reliance in a clean, safe environment. CHHAs are expected to function according to state and federal accepted home health aide practice standards.

Responsibilities include, but are not limited to:

- Providing appropriate and safe personal care services such as personal hygiene and grooming, including bathing, elimination assistance, transfers and ambulation assistance, normal range of motion and positioning, adequate nutrition and fluid intake, and other tasks as assigned within the aide's scope of practice and according to Care at Home's policies and procedures.
- Exercising appropriately trained skills in client communication, reading and recording vital signs, basic infection control, maintenance of a clean, safe, and healthy environment, assisting clients with prescribed exercises and activities under the therapist's supervision, and in recognizing and responding to emergency situations, utilizing knowledge of emergency procedures.
- Performing light housekeeping services such as cleaning the living areas utilized by the client, linen changes and washing laundry for the client to facilitate client self-care.
- Applying non-sterile dressings to non-draining areas as instructed and trained by the RN Supervisor.
- Performing urine tests to measure glucose and acetone levels.
- Measuring intake and output of food and fluids.
- Preparing meals as prescribed by the patient's therapeutic diet, and providing feeding assistance.
- Changing colostomy bags.
- Providing non-sterile bowel and bladder hygiene care.
- Assisting clients with medications ordinarily self-administered (not administering).
- Recognizing the physical, emotional, and developmental needs of the client population served, including respecting the client's person, privacy and property.
- Observing, reporting and documenting client status and the type of care provided by filling out and submitting CHHA shift notes for each visit.
- Submitting visit notes to supervisor within six days of the visit.
- Notifying the RN supervisor of any significant change in the client's condition or body function.
- Working with the scheduler to maintain the client visit calendar on a monthly and continual basis.

- Participating in care conferences as appropriate, and supervisory client visits, conducted by the RN Supervisor, every two weeks and as needed.
- Participating in in-service trainings, staff meetings and on going professional development classes offered through the company.
- Demonstrating competency as a CHHA upon initial hire and annually as evaluated by the RN Supervisor.
- Annually furnishing evidence of completing the mandated 12 hours of in-service training.
- Assisting with other duties as assigned.

The qualifications for this position are as follows:

- Completion of a certified home health aide training program and certified by the California Department of Health Services.
- High school diploma or equivalent. Current C.N.A. certificate preferred.
- Knowledge of professional conduct, record keeping, clinical documentation, and body mechanics.
- One year of clinical experience as a CHHA preferred.
- Must possess a valid driver's license and auto insurance with a satisfactory driving record for the past three (3) years.
- CPR/First Aid (BCLS) certification and ability to meet health requirements as per company policy required.
- Must be willing to submit to a background check.

The working conditions for this position are as follows:

- **Physical Demands:** While performing the duties of this position, the employee is regularly required to use hands to perform intricate, dexterous procedures. The employee is required to talk and hear. The employee is required to stand, walk, sit, reach with the hands and arms, climb or balance, stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and / or move / shift up to 80 pounds using assistive devices when appropriate. Specific vision abilities required include: close, distance, color and depth perception. The physical demands described here are representative of those essential functions.
- **Work Environment:** While performing the duties of this job, the employee is exposed to outside weather conditions and various home environments that may be unpredictable. Work is primarily conducted in various home environments. The noise level is usually moderate.
- **Potential Occupational Exposure:** Duties may have the potential for exposure to blood or other potentially infectious material and are determined to have a reasonably anticipated risk of exposure to blood borne pathogens. The procedures and precautions for this exposure is acknowledged and detailed in the company's Exposure Control Plan. In addition, the work environment involves some exposures to hazards or physical risks, which require following basic safety precautions.

Reports to: RN Supervisor

Department: Nursing

Status: Full and Part-time, days, evenings and weekends

Last Revision Date: 10/16/2009