

ORANGE COUNTY CLASS SPECIFICATION

TITLE: HOME HEALTH AIDE **GRADE:** 6

TITLE ABBREVIATION: HOME HEALTH AIDE **TITLE NO.:** 6407

JURIS.CL: NC **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: HEALTH **DIVISION:** VARIOUS

SUPERVISOR'S TITLE: VARIOUS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing selected aspects of personal-care services for patients at their place of residence. The work is designed to allow incapacitated patients the opportunity of remaining at home rather than requiring institutionalization. Employees in this class will be required to complete 200 hours of on-the-job training in Home Health Care under the direction of a Public Health Nurse. When not assigned to field work, an employee in this class may perform routine assistance in a division within the department. Work is performed under the direction and supervision of a Public Health Nurse or other appropriate health personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides patient care to assist with basic medical or personal needs such as bathing, bathroom, eating, dressing, and light-housekeeping tasks;

May assist patient in taking self-administered medication, prescribed by a physician;

Takes temperature, pulse, and respiration readings and keeps records as instructed by nurse;

Plans and prepares meals for patients and may do marketing;

May perform a variety of simple medical procedures and tests such as reinforcing or changing non-sterile dressings, irrigating Foley catheters, applying ice caps or ice collars, simple urine tests, etc;

Keeps daily records of date and time of personal care, ambulation, exercise, special procedures and observations;

May sort or file documents, reports, and correspondence;

May answer telephones and refer calls to appropriate staff;

May respond to public requests for routine information;

May offer back-up support for office staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of non-professional patient home health care; working knowledge of safety practices and emergency procedures; skill in the application of current practices of home health aide procedures and techniques of patient care; ability to understand and carry out non-technical oral and written directions; ability to work under supervision; ability to record messages and keep simple records; ability to get along well with others and gain the cooperation of a patient; mental alertness; emotional and mental maturity; good powers of observation; a sympathetic attitude in caring for the sick; dependability; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a certification of completion of a Home Health Aide training program approved by the New York State Department of Health.

SPECIAL REQUIREMENTS: Must possess at time of appointment and maintain a valid driver's license.