

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Home Health Aide Trainee	
TITLE CODE: 2301	SERIES: Medical Services Support
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID)) \$7.53-\$9.13/HR GRADE: 6 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Public Health Director or assigned staff	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provide an entry level for an individual to participate in an approved home health training program. These health and health related services include personal care, assisting in ambulation and exercise, household services essential to health care at home, and appropriate record keeping.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School diploma or GED.

EXPERIENCE: (AGE, LICENSURE, REGULATION, ETC.) N/A

SUBSTITUTION CLAUSE: Appropriate health related experience (aide in nursing home, hospital, home health agency) may substitute for the education requirements on a year-for-year basis for a maximum of four (4) years.

EDUCATION: N/A

EXPERIENCE: N/A

SPECIAL REQUIREMENTS: Must have telephone accessibility. Must have reliable transportation and valid Driver's License. Criminal background check.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

N/A

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Health related services include personal care, assisting in ambulation and exercise, household services essential to health care at home, and appropriate record keeping.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 11/8/95

DATE OF LAST REVISION: 6/11/12

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.