

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Home Health Aide	
<b>TITLE CODE:</b> 2302	<b>SERIES:</b> Medical Services Support
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY:</b> (MIN-MID) ) \$8.10-\$9.88/HR <b>GRADE:</b> 8 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> RN, Local Health Director or other assigned staff	
<b>PRIMARY USER AGENCY:</b> 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.

responsible for providing personal care services and other related health services ordered by a physician to patients, in their home(s), that are limited in their ability to perform activities of daily living; responsible for keeping records of services rendered and for reporting changes in needs and/or condition of the patient to the nurse.

**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.) Experience as an aide in a home health agency, community health agency, nursing facility or hospital, all or part of which must have been in the previous 24 months prior to application for employment.

**SUBSTITUTION CLAUSE:** N/A

**EDUCATION:** N/A

**EXPERIENCE:** Appropriate aide related experience may substitute for education requirements on a year-for-year basis for a maximum of four (4) years.

**SPECIAL REQUIREMENTS:** Must possess a valid motor vehicle operator's license.

**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.

To become permanent, an employee must pass a competency evaluation prior to completing the probationary period. An individual employed in this position must maintain continued fulfillment of the required competency evaluation approved by the Cabinet for Health Services.

**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.

Performs appropriate and safe techniques in personal hygiene and grooming that include: bed bath, sponge, tub or shower bath, shampoo in sink tub or bed, nail and skin care, oral hygiene, toileting and elimination, safe transfer techniques and ambulation with or without equipment, normal range of motion and positioning, adequate nutrition and fluid intake. Performs other tasks as assigned which may include; simple dressing changes, reading and recording temperature, pulse, respiration and blood pressure, catheter care and changing of catheter drainage bags, empty or change colostomy bags, colostomy irrigation, whirlpool treatment, sugar and acetone test, meal preparation, light housekeeping, laundry, marketing and business errands, respite care, non-medicated enemas or suppositories. Observation, reporting and documentation of patient status and the care or service furnished.

**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:** 8/7/96

**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.