

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Senior Home Health Aide	
<b>TITLE CODE:</b> 2303	<b>SERIES:</b> Medical Services Support Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$8.90-\$10.93</b> <b>GRADE: 10</b> <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> Registered Nurse or other appropriate 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.

Provides moderate to difficult home health services to patients, limited in their ability to perform activities of daily living served by the agency in their home, participates in orientation and training programs for home health aides and may assist in scheduling other home health aides. This classification further denotes that the incumbent has gained experience on the job with increased knowledge, skill and abilities to provide services to the more difficult patient/client.

**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 graduate or GED and fulfillment of the required competency evaluation approved by the Cabinet for Health Services.

**EXPERIENCE:** Two (2) years of compensated experience as an aide in a home health agency all or part of which must have been in the previous twenty-four (24) months prior to application for employment.

**SUBSTITUTION CLAUSE:** See Below

**EDUCATION:** 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.

**EXPERIENCE:** None

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) 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. None

To become permanent, an employee must pass a competency evaluation prior to completing the probationary period and 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, 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 and 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 tests, meal preparation, light housekeeping, laundry, marketing and business errands, respite care and non-medicated enemas or suppositories. Observation, reporting and documentation of patient status and the care or services furnished, Performs as preceptor during orientation of home health aides, assists with development and monitoring of aide schedules and participates in quality assurance activities related to aide services. Position could involve work as a lead person in scheduling, coordination, orienting and training of home health aides.

**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 typically is spent in a home setting.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 08-07-96

**DATE OF LAST REVISION:** 06/11/12

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.