

## LB Homes

### Home Health Aide/NA/R- LB Home Care and LB Hospice

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**Department:** Home Care and Hospice

**FLSA Status:** Non-Exempt

**Grade/Level:**

**Job Type:** Regular

**Work Schedule:**

Normal business hours-Monday thru Friday or as assigned to meet the needs of the organization. Full time or part time.

**Job Status:** Full Time

**Reports To:** Clinical Coordinator/Manager

**Amount of Travel Required:** 25%

**Positions Supervised:** None

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#### POSITION SUMMARY

The home health aide is a para-professional member of the home care team who works under the supervision of a registered nurse or therapist and performs various personal care services as necessary to meet the patient's needs. The home health aide is responsible for observing patients, reporting these observations and documenting observations and care performed.

The home health aide will be assigned in a manner that promotes quality, continuity and safety of a patient's care.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

- Providing appropriate and safe care techniques including: Baths-bed, sponge, tub or shower; back rubs; oral hygiene; shampoo-sink, tub or bed; changing bed linen; assisting patients with dressing and undressing; skin care to prevent breakdown; assisting the patient with toileting and elimination; keeping patient's living area clean, safe and orderly, as appropriate; safe transfer techniques and ambulation.
- Performs duties only as listed on Aide Care Plan.
- Communication skills, including the ability to read, write and verbally report clinical information to patients, representatives and caregivers, as well as to other agency staff.
- Knows the basic elements of body functioning and changes in body function that must be reported to the supervisor.
- Recognizing and reporting changes in skin condition, including pressure ulcers.
- Encouraging adequate nutrition and oral intake. Assisting in feeding the patient, if necessary.

- Taking and recording oral, rectal and axillary temperatures, pulse, respiration and blood pressure when ordered (with appropriate completed/demonstrated skills competency).
- Performing normal range of motion and positioning according to the plan of care.
- Performing range of motion and other simple procedures as an extension of therapy service as ordered (with appropriate training completed/demonstrated skills competency).
- Planning and preparing nutritious meals.
- Providing reminders to a patient regarding self-administration of medication.
- Doing patient's laundry, if assigned.
- Meeting safety needs of patients and using equipment safely and properly (foot stools, side rails, etc.)
- Observation, reporting and documentation of patient status and the care or service furnished.
- Completes assignments with an awareness of physical, emotional and developmental needs of the clients.
- Respects clients privacy and property.
- Adhering to LB Home Care and LB Hospice documentation and care procedures and standards of personal and professional conduct.
- Follows basic infection prevention and control procedures.
- Recognizes emergencies and follows emergency procedures.
- Documentation of HHA supervision activities in the Personnel record: The Home Health Aide will be supervised every 14 days for all skilled patients. This and all other supervision required by regulation is documented in patient's EHRs.
- Participates in Quality Improvement Processes.
- Meets employee expectations stated in the LB Homes Employee Handbook and policies and procedures.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Integrity - Always do what is right.
- Compassion - Open your heart and show you care.
- Dedication - LB Homes can count on you.
- Team Work - Help each other make it happen.
- Customer Service - Know the need and meet it.
- Adaptability - Ability to adapt to change in the workplace.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.

- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

## SKILLS & ABILITIES

**Education:** None

**Experience:** 1 plus years of experience in Nursing Assistant care in the home preferred.

**Computer Skills:** Basic computer skills and the ability to maximize use of web-based software used by the organization.

**Certifications & Licenses:** Currently on MN Nursing Assistant Registry, current driver's license and proof of insurance.

**Other Requirements:** Personal cell phone. Reimbursement is based on hours worked.  
Vehicle for travel with assigned service areas.  
Mileage reimbursement is provided.

## PHYSICAL DEMANDS

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F
Walk	F
Sit	O
Manually Manipulate	F
Reach Outward	O
Reach Above Shoulder	O
Climb	O
Crawl	N
Squat or Kneel	O

### Lift/Carry

10 lbs or less	F
11-20 lbs	F
21-50 lbs	O
51-100 lbs	N
Over 100 lbs	N

### Push/Pull

12 lbs or less	F
13-25 lbs	O

Bend	O	26-40 lbs	N
Grasp	F	41-100 lbs	N
Speak	F		

**Other Physical Requirements**

- Vision (Near, Distance)
- Sense of Sound - (spoken word, alarms)
- Sense of Smell
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) - (PPE-gloves,mask, goggles, gowns)

**WORK ENVIRONMENT**

Work is normally performed in patient's home, schools, or occupational settings; personal vehicle and home care office workroom. There is potential exposure to communicable diseases, bloodborne pathogens and/or other potentially infectious or hazardous materials and situations that require following extensive safety precautions and may include the use of protective equipment.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.