

# Fallon County Job Description

*Fallon County is committed to affirmative recruitment and diversity in employment opportunity. It is the policy of Fallon County to provide equal opportunity to all persons seeking or having access to its employment, services and activities, which is free from restriction based on race, color, religion, national origin, age, gender, marital status, veteran status, sexual orientation or disability. Applicants with disabilities who need accommodation with the application or selection process should contact Fallon County Human Resources.*

**Job Title: Home Health Aide**

**Department: Public Health**

**Location: Baker, Montana**

**Job Status: Full Time, Non Exempt**

**Reports to: Director of Public Health**

*This position has unsupervised contact with the elderly and/or disabled and is subject to a pre-employment criminal background check. Utilizes a county owned motor vehicle and is subject to a pre-employment motor vehicle driving history review. In accordance with Fallon County policy, will serve a mandatory six (6) month probationary period.*

## **Job Overview:**

This position provides assistance to qualified senior citizens who experience difficulty with instrumental activities of daily living, including personal care & hygiene, wound care, cleaning, laundry, meal preparation, and completing short errands. Completes basic health assessments. Provides social interaction for senior citizens which allows for monitoring of client's health and functioning. All cleaning products and tools are provided by Fallon County or individual clients.

## **Essential Functions:**

**Personal Care & Hygiene** – Offers various levels of assistance to ensure clients are able to bathe in safe manner; this may include help with removal of clothing, washing, getting in and out of shower/tub and application of personal hygiene products. May assist with other grooming such as clipping nails, drying hair and dressing.

**Skin Care** – In accordance with physician and/or physical therapy orders and/or as needed, clean minor wounds and apply new dressings. Seek assistance of Staff Nurse as needed or in compliance with physician orders.

**Basic Assessments** – Check blood pressure, pulse, oxygen level and temperature; record in client's chart.

**Safety Assessment** – In the normal course of performing duties, check for safety issues such as trip hazards and overall safety of residence. Note issues in chart and report to Director of Public Health.

**Cleaning** – Performs light housework including cleaning of bathroom, kitchen, living area and bedrooms. Specific tasks include cleaning the toilet, bathtub/shower floor, mirror, sink, vanity; washing dishes, wiping counters, cupboards, stove top, sink, refrigerator; vacuum, sweep, mop floors, dusting; make beds and/or change bed linens, shake rugs and spot wash walls. May wash inside windows if this represents the main view for the client. Restrictions on tasks includes but is not limited to washing walls,

washing outside windows, flipping mattresses, removing storm windows/screens, cleaning garages, performing home electrical repairs, yard work, moving furniture, cleaning ovens or cleaning up after pets.

**Laundry** – May involve using a client’s personal machines, local facilities or transporting to the laundromat. May fold and put laundry away. The client provides all funds and products.

**Meal Preparation** – Light preparation such as chopping or dicing vegetables or fruit, baking and other general assistance that can be accomplished within the allotted time.

**Errands** – May involve shopping for and putting away groceries; picking up or dropping off mail at the Post Office, or other general errands such as dropping off payments at local businesses.

**Social Interaction and Monitoring** – While performing other essential functions, this position also provides invaluable social interaction for clients. This may involve conversation while performing tasks, sitting with a client for short conversations or assisting a client with correspondence such as special occasion cards/wrapping gifts. These interactions allow the Aide to observe any changes in demeanor or abilities; changes or concerns will be reported to the Director of Public Health. Aide will respond to medical emergencies as able.

**Competencies:**

*Accountability, Active Listening, Adaptability, Attention to Detail, Baking/Cooking, Certified Nursing Assistant, Cleaning, Cleaning Products, Empathy, Flexibility, Initiative, Integrity, Interpersonal, Oral Comprehension, Oral and Written Expression, Problem Solving, Professionalism, Record Keeping, Safety, Sensitivity and Time Management.* This position requires knowledge of the principles and practice of caregiving for elderly clients, providing for personal care and hygiene. Ability to obtain and record client’s vital statistics; document in chart. Read and follow written and oral orders from supervising nurse and/or physician. Maintains confidentiality of all client and/or physician related information. Knowledge of infection control procedures including proper hand washing techniques, contact with blood spills and standard precautions.

Knowledge and ability to perform a variety of cleaning tasks. Knowledge of appropriate and safe application of various cleaning products and tools, such as window cleaners, bleach, vacuums and sharp knives. Ability to read and follow directions for use of cleaning products or tasks. Ability to perform basic cooking and baking tasks, including ability to read recipes.

Possess excellent interpersonal skills to resolve questions and concerns using good judgment and discretion. Respond calmly and effectively to stressful situations. Must listen actively to ensure effective and correct communication; able to interact with variety of personalities. Organizes work to complete job tasks in a timely manner. Responds promptly to change in workload, adjusting assignments to achieve optimal productivity and efficiency. Listen to and understand information and ideas presented through spoken words and sentences. Communicate information and ideas in speaking so others will understand.

Must be prepared to safely perform all duties and anticipate potentially hazardous conditions which may lead to slips, trips, fall or other types of injuries. This includes but is not limited to navigating slippery or icy walkways, stairs, loose rugs or wet floors.

**Minimum Qualifications:**

The above knowledge, skills, and abilities are typically acquired through a high school diploma or equivalent and completion of an accredited Certified Nursing Assistant program. A current Certified Nursing Assistant license is required or must be obtained within ninety (90) days of employment. Must be at least 18 (eighteen) years of age, possess or be able to obtain a valid Montana driver license and provide proof of insurance.

**Salary Schedule:**

The starting wage for this position is \$14.17 per hour; after successful completion of the mandatory six (6) month probationary period, increase to \$15.01 per hour. Following an additional six (6) month period as a permanent employee, increase to \$16.32 per hour.

In the event a County vehicle is unavailable, this position may utilize his/her private vehicle and will be reimbursed for mileage at the State rate.

**Hours of Work:**

This is a full-time position, forty (40) hours per week: 8:00 a.m. to 5:00 p.m., Monday – Friday.

**Physical and Environmental Demands:**

While performing the essential functions of this position, frequently required to sit, stand, walk, use hands and fingers, climb or balance, reach with hands and arms, stoop, kneel, crouch, crawl, speak and hear. Lift babies and children to examination tables; assist elderly or physically impaired individuals during examinations. May be required to lift up to fifty (50) pounds. Specific vision abilities include close vision, distance vision, and depth perception. May involve occasional exposure to unstable home environments which requires tactful diplomacy and pathogens which requires knowledge of basic infection control and safety procedures.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully; employees are routinely required to address emerging employer requirements in alignment with individual work units and assignments of jobs which may result in additional or a change in duties/functions not identified. This job description does not constitute an employment agreement between the employer and employee; it is subject to change by the employer as the needs of the employer change.*