C.N.A. / H.H.A. / Caregiver Position Description / Carmel, IN

POSITION TITLE: Home Health Aide (HHA) / Certified Nurse Assistant (CNA) / Caregiver (A person who was formerly HHA or C.N.A. certified and worked for a minimum of 1 year).

QUALIFICATIONS:
1. One or more of the following criteria: One year minimum of continuous experience as a Home Health Aide or Nurse Aide in a health care environment; Completion of a State (or similarly accredited) Home Health Aide or Nurse Aide training program; Completion of one year of classroom and clinical training from an accredited nursing program, medical assistance program, or other applicable direct care training program.
2. Satisfactory compliance with ComForcare bonding criteria.
3. Demonstrated ability to effectively communicate and interact with clients, families, coworkers, and all supervisors.
4. Ability to accurately follow and process written and verbal instructions.
5. Satisfactorily demonstrate and perform competency in clinical skills through competency checklist and skills demonstration test.
6. Minimum score of 80% on competency exam (NLN Test).

SUPERVISED BY: Administrative Coordinator or Director of Operations

PHYSICAL REQUIREMENTS
1. Eighteen years of age or older.
2. Visual and hearing capacities functioning at a level sufficient enough to provide for the supervisory and physical care needs of clients.

JOB DESCRIPTION:
The HHA/C.N.A./Caregiver provides specifically defined, non-skilled care services under the supervision of a Registered Nurse or Licensed Practical Nurse to enable the client to remain in the home. The HHA/C.N.A./Caregiver is a non-licensed health care employee who provides personal care and homemaking services in the home setting to clients and families who are unable to perform these activities independently. The HHA/C.N.A. conforms to all agency policies and procedures including providing care, compliance with the agency Bill of Rights, observing client/family confidentiality, and adhering to agency dress code.

ROUTINE DUTIES- PERSONAL CARE SERVICES
1. Bathing, assistance with dressing, nail and skin care, back care, foot care, shampoo and oral hygiene.
2. Assistance with ambulation, transfers, range of motion exercise, safe use of equipment and assistive devices, (walker, crutches, cane) change of position.
3. Assistance with toileting; use of bedpan, commode, or urinary; incontinent care.
4. Meal planning, preparation, and assistance with feeding.
5. Emotional support and motivation through conversation, encouragement, and recreational activities.
6. Maintenance of appropriate agency records.
7. Present and conduct themselves in a professional manner according to agency policy.
8. Adhere to infection control and safety procedures that are in accordance with agency policy.

HOUSEHOLD MANAGEMENT
1. Light Housekeeping- including changing of bed linens, vacuuming, sweeping, dusting of client’s environment, emptying client’s wastebaskets and garbage. Refrigerators are defrosted, when necessary, if client or caretaker is unable to do so. Cleaning of the bathroom includes bathtub, sink, and toilet. The floor should be vacuumed and mopped if it becomes wet. Cleaning of kitchen includes washing dishes, counter tops and the floor.
2. Personal laundry- the laundry belonging to the client him or herself. Laundry for any family members or others in the same home is not the responsibility of caregiver.

Services that are not permitted by home companions, but are permitted by H.H.A./C.N.A.’s:
* Bathing and Direct Hygiene Care
* Catheter Care- Emptying catheter bags and measuring intake/output
* Monitor/Record vital signs
* Assist/Monitor Nasal Oxygen
* Provide care for any assistive devices/equipment (braces, walker, and/or hose)
* Provide diabetic care, including monitoring hypoglycemia or hyperglycemia, urine testing, and preparation of special diet.
* Provide incontinent care- diaper changes, etc.
* Companions can provide assistance in basic client transfers as long as the client has been assessed as capable of ambulating without assistance and/or another trained caregiver (including family) is involved.
* Application of warm/cold compresses for any clinical symptoms. A companion can prepare a compress under client, nurse, or company administrator direction in an emergency situation.
* Assistance with Range of Motion exercises.

(Exceptions to all of the above can only be made at the discretion of the Director of Operations and RN assigned to the case).