



Spring Valley Living

For the Seasons of Your Life

800 Memorial Drive Spring Valley, MN 55975

Job Description

Position: HHA

Supervisor: Home Health RN

Work area: Estates/Evergreens and Community

Job Purpose

- The primary purpose of your job position is to provide our clients with routine daily nursing care and services in accordance with the client's assessment and care plan, and as may be directed by your supervisor. As a **HHA** you are delegated the administrative authority, responsibility, and accountability necessary for carrying out your assigned duties.

Tasks

- Record all entries on flow sheets, notes, charts, etc. in an informative and descriptive manner
- Report all changes in patient's condition to your supervisor as soon as practical
- Report all accidents/incidents you observe on the shift as they occur
- Check patients' pulse, temperature and respiration
- Provide patients with help moving in and out of beds, baths, wheelchairs or automobiles, and with dressing and grooming
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care
- Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert
- Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients take their medicine
- Provide patients and families with emotional support and instruction in areas such as preparing healthy meals, living independently, or adapting to disability or illness
- Perform all assigned tasks in accordance with our established policies and procedures, and as instructed by your supervisor
- Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment throughout the unit and shift
- Maintain the confidentiality of all patient care information including protected health information
- Participate in any other task as deemed necessary by your supervisor

Work Context

- Requires contact with others
- Is subject to frequent interruptions
- Requires time spent standing and walking
- Is subject to hostile and emotionally upset residents, family members, and personnel.
- Works beyond normal working hours and on weekends and holidays when necessary.
- Exposure to blood borne pathogens and other infectious diseases.
- May be subject to the handling of and exposure to hazardous chemicals
- Requires flexibility and adaptability to changing situations
- Maintains and safeguards entrusted confidential information.

Work Activities

- Communicating with Supervisors, Peers, or Subordinates
- Establishing and maintaining interpersonal relationships
- Observing, receiving, and obtaining information
- Assisting others
- Must be able to push, pull, move, and/or lift a minimum of 25 pounds and be able to push, pull, move, and/or carry such weight a minimum distance of 50 feet
- Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and, at times hostile people within the facility
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with residents, personnel, and support agencies
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents

Skills

- Active learning
- Active listening
- Social perceptiveness
- Reading comprehension
- Speaking
- Writing
- Coordination
- Time management
- Service orientation

Experience/Training

- Must possess, as a minimum, a high school diploma. Must be a licensed Certified Nursing Assistant or Home Health Aide in accordance with the laws of the state.

Behavior Standards

- Personal Vision- Demonstrate a commitment to the mission, purpose, and practices of Spring Valley Living, demonstrate consistency between words and actions, demonstrate a high standard of honesty, integrity, trust and respect for others.
- Personal Leadership- Take initiative; use imagination and creativity in problem solving, handle challenges, changes and job pressures competently and positively, demonstrate patience, flexibility, and adaptability.

- Personal Management- Organize and execute responsibilities using established priorities; manage time appropriately, demonstrate self-improvement and desire to learn and grow.
- Interpersonal Leadership- Display an attitude of respect, encouragement, and service in interactions with others; actively participate in team efforts when asked; accept responsibility for and deal with conflict and disagreement in a collaborative manner
- Communication- Use proactive language; use active listening skills; convey information accurately and timely; communicate openly and directly with others.

Acknowledgement

I have read this job description and fully understand that the requirements set forth therein have been determined to be essential to this position (unless otherwise noted). I hereby accept the position of **HHA** and agree to perform the functions contained in this job description in a safe manner and in accordance with the facility's established procedures. I understand that as a result of my employment, I may be exposed to blood, body fluids, infectious diseases, air contaminants (including tobacco smoke), and hazardous chemicals and that the facility will provide to me instructions on how to prevent and control such exposures. I further understand that I may also be exposed to the **Hepatitis B Virus** and that the facility will make available to me, free of charge, the hepatitis B vaccination. I also understand I may not release/disclose protected health or facility information without proper authorization.

I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice. I also understand that if I decide to terminate my employment, the facility would like to have a **2 week** notice so that a replacement may be found.

Date:_____

Signature-Employee:_____

Date:_____

Signature- Supervisor:_____