

**TOWN OF LEDYARD
CONNECTICUT**

741 Colonel Ledyard Highway
Ledyard, CT 06339

NOTICE OF JOB OPENING

I. TITLE: **Home Health Aide**

II. NATURE OF EMPLOYMENT:

Hours/Per Week: Varies

Salary Range: \$14.83 – 17.69/per hour

A. Permanent

D. Temporary

B. Full-time

E. Part-time

C. Seasonal

F. Benefits None

III. POSITION DESCRIPTION: (See Attached)

IV. CLOSING DATE FOR RECEIVING APPLICATIONS **Until Filled**

V. WHOM TO CONTACT: A. FOR APPLICATION FORM
Ledyardct.org

B. FOR RETURNING APPLICATIONS
Mayor's Office

VI. ISSUING PARTY: Donald Steinhoff, Director of Human Resources

VII. POSTING DATE: November 5, 2019

Qualified disabled persons who with reasonable accommodations can perform the essential functions of the job in question are invited to apply.


Not valid unless signed by the individuals below:

Approved by:



Director of Human Resources

Approved by:



Director of Finance

**TOWN OF LEDYARD
REGIONAL VNA**

HOME HEALTH AIDE

NATURE OF WORK:

Performs duties as a trained competent member of the home health service care team of the Ledyard Regional VNA (Agency) according to Town Standards and the State of Connecticut Department of Health Regulations. Provides selected personal care services and related home management activities to the sick, physically or mentally challenged in their home as part of a plan of care. Position requires initiative, maturity, sound judgment, observation and communication skills, sensitivity to the needs of others, and a neat professional appearance.

SUPERVISION RECEIVED:

The home health aide is supervised by the primary care registered nurse and the Clinical Nurse Supervisor who serves as the supervisor of the health aide program. The home health aide may also be supervised by physical or occupational therapists or speech/language pathologist.

ESSENTIAL FUNCTIONS:

Follows a written plan of care initiated by the primary care nurse or therapist, based on the physician's plan of care.

Using infection control precautions and appropriate protective measures, assists with personal care and activities of daily living such as: bathing, oral care, nail, skin and hair care, simple foot care, dressing, feeding, toileting, measuring and recording intake and output, aiding safe ambulation with use of walker, cane, wheelchair, transferring techniques (in and out of bed, chair, wheelchair, commode), body positioning, and range of motion. Assists patient with a prescribed program of exercises developed and taught by a professional of the health team.

Assists the patient with self-administration of medication ordered by the physician (i.e., bringing medications to the patient or reminding the patient to take the medication but may not measure out dosage or administer medications).

Reads and records temperature, pulse and respiration,

Reports any changes, problems, concerns to the primary care nurse.

Recognizes emergency situations and initiates emergency procedures.

Records observations of the patient on the appropriate form and gives accurate reports of time and activities in the patient's home.

Complies with policies on confidentiality and security of information and records including all Federal and State laws and regulations governing the privacy of a patient's protected health information. The category of access to protected health information is Level 2 (Access to identifiers and clinical information).

Maintains the patient in a safe, comfortable environment; prepares meals and encourages adequate

nutrition and fluid intake, shops as necessary, performs light household chores such as bed changing, dusting, vacuuming, washing dishes, laundry or other activities except for financial, that promote smooth management of the home.

Performs certain "extended activities" of care as taught and supervised by the nurse or therapist, i.e., assisting the patient with adaptive or mechanical equipment, simple, non sterile dressings, blood pressure measurements, may be delegated per Home Health Aide Policy.

The home health aide is expected to participate as a member of the health care team in case management conferences and to attend inservice education programs 12 hours per year and to actively participate in the Quality Assurance program and quality improvement activities.

******* The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position*******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Completion of a homemaker/home health aide training program of not less than seventy-five (75) hours and completion of a competency evaluation program approved by the Commissioner of Health Services of the State of Connecticut.

OR

Completion of a course or courses of not less than seventy-five (75) hours of theoretical and clinical instruction in the fundamental skills of nursing in a Practical Nursing or Registered Nursing education program that meets the minimum requirements of the Home Health Agency Licensure regulations and successful completion of a competency evaluation approved by the Commissioner of Health Services of the State of Connecticut.

OR

Completion of homemaker/home health aide training program in another state or territory of the United States. The Home Health Aide shall provide documentation of the curriculum and successful completion of a competency evaluation approved by the Commissioner of Health Services of the State of Connecticut.

Preferably a high school graduate, sufficient education in English to speak, read and to understand the nurses' written orders, to write simple reports and to be able to use the telephone and communicate necessary information.

Practical experience in homemaking and home nursing preferred.

Ability to follow instructions and to work without consistent direct supervision.

Dependable.

A warm, friendly, tactful and mature personality with a genuine concern and empathetic attitude toward care of the infirmed.

Ability to practice effective listening skills.

Awareness of the needs of and willingness to work with people of all ages including the chronically ill and physically or mentally challenged.

Flexibility in meeting varying situations, ability to accept and respect diversity of cultures and backgrounds, differences in people, their customs and standards of living.

Ability to establish and maintain effective patient relationships.

Additional Requirements

A post-offer/pre-employment physical examination (within the past 6 months) which shall include a statement from the physician that employee is capable of fulfilling the requirements of the job and is free from signs and symptoms or evidence of disease that could be expected to be transmitted during the course of the employee's work-related activities at the time of the physical examination.

Proof of measles, mumps and rubella (MMR) immunity if born after 1957, and TB (PPD) testing.

Physical and psychological examinations, as may be required during employment. Drug screening both pre-employment and as may be required during employment.

Criminal background and driving record checks are required prior to employment.

Means of transportation and means of contact.

Proof of current auto and liability insurance coverage

Completion of ten (10) hour orientation program conducted by Ledyard Regional VNA.

PHYSICAL DEMANDS:

Physical demands hereinafter listed are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to: talk, hear, speak, stand, walk, bend, twist, stoop or crouch, lift and carry up to 50 pounds, sit, climb stairs to various levels, use hands, fingers, wrist for repetitive motion, handle/feel objects, reach, drive, get in and out of vehicles, tolerate exposure to weather, domestic animals and environmental allergens, must maintain continuous visual acuity including close vision and the ability to adjust focus and normal auditory ability to detect changes in patient conditions.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described, and have the ability to maintain his/her composure with the public and coworkers in everyday, stressful, and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive physical and/or verbal behavior.

LICENSE OR CERTIFICATE:

Community CPR/AED

Documentation of training program completion and competency evaluation.

******* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer and requirements of the job change.*******

Adopted by the LRVNA Town Council

Terry Jones March 24, 2004
Chairman Date

Reviewed:

Professional Advisory Committee: 9/27/18
LRVNA Board: 11/13/18