

ACCENT ON INDEPENDENCE

JOB DESCRIPTION

Title: Health Maintenance Attendant	Reports To: Consumer
	Date: March 2, 2010

GENERAL PURPOSE OF POSITION

Under the direction of the consumer is responsible for providing a variety of routine and advanced consumer care tasks. Attendants also assist with basic activities and daily living needs of consumer. The primary goals are promotion of consumer dignity, independence, comfort, mobility, personal appearance, and safety.

PRIMARY DUTIES AND RESPONSIBILITIES

Approx.

% of time

Duty or Responsibility

65

Skilled care:

Skin care and check

Assist with self-administered medications by opening a medication bottle or pillbox to aid the consumer with obtaining the amount of the medication desired. The Attendant may read the instructions on the label to the consumer if the correct dosage is questioned.

O2 check

Transferring in /out of bed or to change position by means of Hoyer, Slide Board, gait belt, stand-by, or pivot devices.

Assist with ambulation/walker

Assist with range of motion

Assisting individual to move on/off bed pan, commode, or toilet

Assist with toileting by administering rectal stimulation or suppository

Empty and clean leg bag/catheter bag

15

Personal care of the consumer:

Assisting with bathing in bed, tub, shower, or with sponge bath

Assisting with grooming to include care of hair, shaving, and ordinary care of nails

Oral care

Dressing/undressing

10

Light housekeeping

Floor care to include vacuuming, sweeping, and mopping

Dusting

Bathroom cleaning

Bed making and linen change

- Laundry
- Dishes
- Garbage and waste disposal
- 3 Meal preparation (special diet)
- 5 Documenting according to procedures all visits made and services provided to the consumer.
- 2 Feeding

OTHER DUTIES AND RESPONSIBILITIES

The consumer or his/her representative may make additional requests for services not described within this document. Such requests may be performed if on the care plan and if time allows during the visit. Must adhere to the policies and procedures of AOI. Should have the ability to respond appropriately in stressful situations.

Employees are held accountable for all duties of this job.

RESPONSIBILITIES FOR WORK OF OTHERS

No supervisory responsibilities are associated with this position.

RESPONSIBILITY FOR INTERPERSONAL CONTACTS

Attendants should be able to communicate effectively. The Attendant must maintain strict consumer confidentiality at all times.

POTENTIAL IMPACT OF WORK ON THE ORGANIZATION

POSITION QUALIFICATIONS

EDUCATION/FORMAL TRAINING

Basic First Aid training

LICENSES, CERTIFICATES, REGISTRATIONS

Current CPR certification is preferred but not required.

WORK EXPERIENCE

Experience in the field of home health care is preferred but not required.

SKILLS

- Must have ability to successfully complete quizzes given on subject matters covered during orientation.
- Must have ability to speak clearly and effectively in a variety of settings.
- Must have ability to follow written and/or oral instructions
- Must have a record of reporting to work consistently and on time.
- Must have ability to listen attentively and actively.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee will be required to perform tasks involving physical activity common to ordinary personal care and household chores. Assisting with homemaking should not exceed 15 lbs. There may be bending and prolonged standing associated with this position. Must have own transportation to include valid driver's license, current auto insurance and reliable vehicle or a workable plan for alternate transportation.

WORK ENVIRONMENT:

Flexible work schedule to include days/nights, weekdays, and are required to work every other weekend at a minimum. AOI does not schedule in shifts or guarantee hours.

This job description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, qualifications, or working conditions associated with this position.