

M A R Q U E T T E   G E N E R A L   H E A L T H   S Y S T E M S

JOB DESCRIPTION

POSITION: HC Aide DEPARTMENT: Home Care Division  
(7920)  
 SUPERVISED BY: HC Coordinator SUPERVISES: None  
 EFFECTIVE DATE: October 1, 1992 JCC: 870  
 REVIEW DATE: 9/96; 12/97; 1/99; 6/00 REVISED DATE: 6/93; 7/94; 7/95;  
12/02; 1/03 1/96; 11/96; 3/98; 1/99; 6/00; 12/02  
1/03  
 PREPARED BY: Karen Erickson TITLE: Program Director  
 RECOMMENDED BY: Dennis Boe TITLE: Assistant Administrator  
 APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

**POSITION SUMMARY:**

Provides personal care and homemaking services under the supervision of a registered nurse.

**POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:**

Meets      Does  
             Not  
             Meet\*

- 1.   Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2.   Utilizes excellent customer service skills at all times. (1,5)
- 3.   Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4.   Performs patient care as directed by the home care aide care plan developed by an R.N. to patients of all ages that includes but not limited to baths, ambulation, exercise, household services and assists with medications according to policies and procedure. (1,3,8)
- 6.   Practices good body mechanics when assisting with lifts, transfers or moving patients to perform care. (1,8)
- 7.   Reports changes in patient's condition to the registered nurse. (1,5)
- 8.   Completes appropriate patient care records as specified in agency policies and procedures. (1,5)
- 9.   Participates in educational programs, meetings, and inservices to maintain job knowledge to perform job requirements and responsibilities. (5)

10. Performs all related duties as assigned.

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria.

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- Less than a high school education
- Ability to understand basic oral and written work instructions
- Ability to communicate basic work related information

**Preferred Education:**

- Post high school vocational

**Minimum Experience:**

- One year nurse aide experience under the supervision of an RN  
-OR- Graduate of a state approved training course (certification of completion required) **and** 6 months experience under the supervision of an RN

**Other Skills:**

- Good oral and written communication skills

**Required Licensure:**

- Certified by State of Wisconsin (if practicing in that state)
- Valid driver's license

**Required Certification:**

- Current CPR certification

**Physical Demands:**

- Occasional light to heavy lifting of 50 pounds or more
- Occasional, prolonged standing, walking, sitting and driving
- Lifts, positions, pushes and/or transfers patients
- Considerable reaching, stooping, bending, kneeling and squatting (which may include forward bending and trunk rotation)

**Working Conditions:**

- May be exposed to patient elements
- Exposed to unpleasant elements (accidents, injury and illness)
- Contact with patients include wide variety of circumstances and subject to irregular hours
- Subject to frequent driving in changing weather conditions

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (6) The function was performed by past employees, and is performed by current employees.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.