

POSITION AVAILABLE

Part-Time In-Home Health Aide

Granite County Public Health has a part-time in-home health aide position available. Variable hours; none guaranteed. Valid Montana driver's license required; experience working with elderly preferred. Telephone Annie Young RN at 531-5442 for more information. Submit a signed Granite County application form to Annie Young RN, Granite County Public Health, P O Box 312, Drummond MT 59832. Position open until filled. Application form and position description available at Public Health Office, Drummond, or County Clerk and Recorder's Office, Courthouse, Philipsburg, during regular business hours, or on county website at www.co.granite.mt.us.

GRANITE COUNTY
POSITION DESCRIPTION
JUNE 2011

POSITION: Home Assistant (HA)

DEPARTMENT: Granite County Public Health

ACCOUNTABLE TO: Granite County Public Health Nurse (PHN)

SUMMARY OF WORK: Will work under the general supervision of the Granite County PHN. Position provides care and emotional support to elderly persons living with limited mobility while performing routine household and home-oriented assistance/tasks. This care may include measuring vital signs and weights, homemaker tasks, meal preparation, PHN assigned personal care, and escort services.

JOB CHARACTERISTICS/REQUIREMENTS:

Nature of Work: This position requires travel to clients' homes and varied skilled and physical labor duties in the care of clients in their homes. These requirements include the ability to adhere to practices of safety and do a basic assessment of a patient's condition to report any concerns to the supervising RN or, in emergency, 911. Must be able to operate cleaning equipment, support an adult's weight, and prepare meals.. Hazards include, but are not limited to, exposure to bodily fluids, strains from lifting, and traveling in adverse weather conditions.

Supervision Received: Supervision from the Granite County PHN on an as-needed basis. The HA has the responsibility to inform the PHN of any changes in client's status. If in an emergent situation the HA will need to contact 911 for assistance.

Essential Functions: Position requires the ability of the HA to communicate appropriately and effectively with clients and supervising PHN, perform routine housekeeping maintenance, offer respite care as needed, provide personal care assistance as directed including supervision or cues with activities of daily living, assist elderly in developing housekeeping routines, meal preparation, assist with transportation using regular vehicular transportation, observe and inform supervisor or appropriate agency of any changes in physical and emotional status of the client, prepare appropriate reports on a timely basis, maintain confidentiality of client information, and perform related duties only as assigned by the PHN.

AREAS OF KNOWLEDGE:

1. High School diploma or GED.

2. A valid Montana driver's license and liability insurance on car.
3. Must have experience in maintaining a household.
4. Must have experience caring physically for the aged and ill.
5. Past CNA or HHA job experience. Current CNA or HHA license highly preferred.
6. Direct experience with problems of the elderly, who may be culturally, socially or economically disadvantaged.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A high school diploma or GED
- A valid Montana driver's license and liability insurance on vehicle
- Experience in working with the elderly
- Maintain CPR certification through Granite County

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to:

- Performs assigned duties.
- Observes and informs supervisor of changes in physical and emotional status of clients.
- Effectively provides and assists with personal care.
- Maintains confidentiality of client information.
- Effectively performs light housekeeping as assigned by PHN and assists client in developing housekeeping routines.
- Prepares and submits accurate and timely reports.
- Observes work hours and demonstrates punctuality and para-professional behavior.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.