

Home Health Aide (HHA)

Reporting To: Manager of Home Support Program/ Executive Director

Summary of Functions:

Provide assistance in personal care, companionship, and with activities of daily living to individuals and families in the home, adhering to the policies, procedures and standards of NOVA West Island.

Responsibilities:

- Performs service responsibilities appropriate to the needs of the client within job limitations and according to care plan, taking responsibility for outcome
- Provides regular feedback to the program manager with respect to care plan and works with the program manager to make any necessary adjustments
- Advocates for the needs of the clients and family
- Assesses the home situation with respect to client and HHA safety, immediately informing the program manager with concerns
- Participates in education sessions and performance reviews
- Adheres to NOVA Core Values of caring, respect, participation and courage

Service Responsibilities:

Monitoring: continuously observes the individual's or family's home situation and determines any change in assessment

Planning: works with the HHA Manager to develop a care plan. Any changes in plan are discussed with individual/family and Manager

Implementation: performs tasks reflecting the client's needs including:

- Personal hygiene supervision/assistance
- Toileting supervision/assistance
- Skin care
- Mobilization assistance about the home
- Use of mechanical assistance devices if trained (hoyer lift)
- Meal preparation
- Feeding
- Basic laundering
- Kitchen cleanup
- Bedmaking unoccupied or occupied
- Light housekeeping (not heavy or seasonal cleaning)
- Medication reminding
- Monitoring for household safety
- Companionship – recognizing the social and emotional needs of clients and dealing effectively with them
- Accompanying clients to stores, restaurants within West Island territory if transportation documents are completed. It is not recommended for HHA to accompany clients to medical appointments.

General requirements:

- Good communication and interpersonal skills
- Maintains confidentiality of all aspects of employment, of staff relations, and of patient information
- Demonstrates self-motivation, self-learning
- Promotes the organization's charitable role

Qualifications:

- Certificate from a recognized training school
- Experience with elderly, chronically ill, palliative care population
- Bilingualism is an asset
- Knowledge of basic first aid