



# LTE Home Health Aide

The **Grant County Health Department** is recruiting for a limited term (LTE) Home Health Aide to work **0 to 40 hours per week**. This is a para-professional position under the supervision of a professional nurse, performing selected duties that do not involve skilled nursing or require nursing judgment. These duties must be supportive, supplementary, and complimentary to nursing practice. The aide sees only patients assigned by the nurse coordinating the care of the patient and during hours when a nurse is available by telephone. This position may also assist with clerical duties and phone coverage.

## Minimum Qualifications

### Education:

1. Must have a high school diploma or equivalent
2. Must have completed Certified Nursing Assistant (CNA) course and clinicals

### Experience:

1. One year experience in electronic charting desired
2. At least one year of recent experience as a nursing assistant

### Note:

1. Must have a valid driver's license
2. Must have a reliable car available during working hours
3. Must be a Certified Nursing Assistant on the Wisconsin Registry eligible to work in Homecare and Hospice Agencies

**How to Apply:** A [Grant County application for employment](#) and job description may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Applications will be accepted at the following address until the position is filled.

**Grant County Personnel**  
111 S. Jefferson St. - PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Home Health Aide

**DEPARTMENT/ AGENCY:** Health Department

**IMMEDIATE SUPERVISOR:** Assistant Director

**PAY GRADE:** D

**FLSA:** Non-Exempt

### **NATURE OF WORK**

This is a para-professional position under the supervision of a professional nurse, performing selected duties that do not involve skilled nursing or require nursing judgment. These duties must be supportive, supplementary, and complimentary to nursing practice. The aide sees only patients assigned by the nurse coordinating the care of the patient and during hours when a nurse is available by telephone.

### **MINIMUM QUALIFICATIONS**

#### Education:

1. Must have a high school diploma or equivalent
2. Must have completed Certified Nursing Assistant (CNA) course and clinicals

#### Experience:

1. One year experience in electronic charting desired
2. At least one year of recent experience as a nursing assistant

#### Note:

1. Must have a valid driver's license
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3. Must be a Certified Nursing Assistant on the Wisconsin Registry eligible to work in Homecare and Hospice Agencies

#### Knowledge, Skills and Abilities:

This position is expected to develop, maintain and utilize relevant competencies in the following areas: Analytic Assessment Skills; Policy Development/Program Planning Skills; Communication Skills; Cultural Competency Skills; Community Dimensions of Practice Skills; Basic Public Health Sciences Skills; Financial Planning and Management Skills; Systems Thinking Skills. Additionally, the position is required to have the following:

1. Solid computer skills
2. Ability to move and transfer patients
3. Ability to work flexible hours

### **ESSENTIAL FUNCTIONS**

1. Conference with the nurse at least every 2 weeks for Home Health Program and 60 days for Personal Care Program
2. Help patient with bath, care of mouth, skin, and hair
3. Help patient to bathroom or in using bedpan
4. Help patient in and out of bed, assisting with ambulation
5. Help patient with prescribed exercises which the patient and the Home Health Aide have been taught by appropriate professional personnel

6. Perform such incidental household services as are essential to the patient's health care at home and necessary to prevent or postpone institutionalization
7. Personal Care needs include:
  - a. Prepare meals and assist patient with eating
  - b. Change bed linens
  - c. Wash at home with automatic washer
  - d. Sweep floors
8. Assist with medications that have been preselected by an RN that are ordinarily self-administered and have been specifically ordered by a physician
9. Assist with other personal care needs of patients upon specific assignment
10. Report on patient's condition to Registered Nurse supervising case whenever there is a change or a problem
11. Each home health aide visit will be recorded on agency home health aide report forms and kept in patient's record
12. Maintain records and reports as required by the County Health Department
13. Attend such educational and training programs as required by Director

### **SUPERVISION RECEIVED**

1. Works only under the written instructions of a registered nurse, therapist, or Hospice Core Team
2. The Registered Nurse provides supervision to this position as follows:
  - a. Provides written instruction prior to first visit for each patient
  - b. Provides in the home instruction of the individualized care when assigned and needed, i.e. dressing changes, exercise program, etc.
  - c. Makes a supervisory visit to the patient's residence at least every two weeks for home health program and every 50-60 days for personal care program. Visit may be:
    - 1) When the aide is present to observe and assist
    - 2) When the aide is absent to assess relationships and determine whether goals are being met
  - d. Has a case conference with the home health aide to review the patient's care as necessary, but at least every 2 weeks
  - e. Has a case conference with the personal care aide to review the patient's care as necessary, but at least every 2 months

### **SUPERVISION EXERCISED**

None

### **ENVIRONMENTAL FACTORS**

This position works in office, clinic, and client home settings; exposures to sharps, biological hazards and communicable diseases are frequent and require the use of personal protective equipment; may be exposed to high temperature and humidity; must be able to lift up to fifty pounds

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 12/18/2019