



Dear Applicant:

Thank you for applying for a position with Warm Hands Kind Hearts Home Health Care and Parkinson's Residential Care in Edina and Golden Valley.

Please complete the attached application completely. All forms must be completed in their entirety to be considered for employment.

We ask that you please have two valid legal forms of Personal Identification ready to be copied upon review of your application. You **MUST** complete all attached forms: Hour Availability Form, Read and Sign the Job Description Form and thoroughly read and sign the summary of rights for background checking.

During the interview process, we will go over your application and any resume you may have provided to us. We ask that you are ready to discuss your prior employment and pay history.

Please return this packet and include all application and additional forms as needed. You may send them to (763) 559-9155. You are required to keep the second packet attached to this memo.

Thank you and Good Luck!

Human Resources Dept  
Warm Hands Kind Hearts/ECR/GVR



## **Position Purpose**

The Home Health Aide (HHA) is a trained, nonprofessional worker who is prepared to assist the professional nurse (RN) in providing personal care and homemaking services to clients in the home setting. The duties of the HHA are planned, assigned and supervised by the RN to meet the individual needs of the client.

## **Qualifications**

1. Completion of Home Health Aide or Nursing Assistant course preferred.
2. Six months experience working as nursing assistant, HHA or related experience preferred.
3. Satisfactory completion of competency evaluation.
4. Ability to read and write English and to follow instructions.
5. Possession of reliable transportation.
6. Demonstration of good interpersonal communication skills with clients, families and other team members.
7. Possession and maintenance of good physical and mental health.

## **Special Functions & Responsibilities**

The HHA follows the instructions of the RN in the following activities:

1. Assists clients with activities of daily living (ADL's).
2. Encourage client in achieving self-reliance.
3. Follows instructions on HHA Task Sheet.
4. Completes all required documents thoroughly with care and completes tasks daily and/or documents as to why the tasks were not completed.
5. Assists/encourages client with exercise programs.
6. Assists clients with transfers (Chairs, beds, tub and/or commode).
7. Assists clients with toileting.
8. Assists with bathing and grooming (tub, shower, sponge or bed bath)
9. Provides assistance with oral hygiene, including care of dentures.
10. Provides care for clients' hair.
11. Provide shaving of men.
12. Prepares simple meals following dietary instructions well.
13. Maintains clean and safe environment for client.
14. Completes laundry and misc. cleaning as requested.
15. Informs RN Supervisor of changes in client's condition or family situation, including inability to complete assigned tasks, as instructed.



- 16. Safeguards equipment and supplies.
- 17. Provides companionship.
- 18. Gives medication reminders or assists clients with medications which are normally self-administered.
- 19. Completes 8 hours of continuing education or inservice hours per year, including one related to Infection Control.
- 20. Provides other tasks as assigned.

**Additional Job Responsibilities:**

- 1. **Attendance:** Must be on time and possess time management skills.
- 2. **Supervision:** Must be able to accept and respond appropriately to supervision.
- 3. **Tact:** Must demonstrate tact and good judgment when working with clients in their homes.
- 4. **Paperwork:** Must complete all deadlines on time.

**Please Read and Initial:**

I have been given a copy of this job description: \_\_\_\_\_ (please initial)

I have read and understand the requirements needed as outlined above \_\_\_\_\_ (please initial)

**I agree and understand to all of the terms listed above :**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resource Signature

\_\_\_\_\_  
Date