



**TODD COUNTY**  
invites applications for the position of:

## **Home Health Aide/Homemaker**

**SALARY:** \$15.26 Hourly

**OPENING DATE:** 11/29/18

**CLOSING DATE:** Continuous

### **PURPOSE OF POSITION:**

The purpose of a Home Health Aide is to provide personal care to the chronically ill, disabled, aged and assist in child care and/or management. Selected household activities may be assigned but are secondary to personal care services. The purpose of the Homemaker is to provide home maintenance and housekeeping services. The HHA\HM is a part-time intermittent employee, hired on an hourly basis.

The HHA\HM works under the direction of the supervising nurse who is caring for the client and/or family in the home. The HHA\HM is responsible to the assigned office support staff for pre-service training and orientation to the agency, for administrative details involved in employment, for schedules and reports.

### **Basic Performance Expectation of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures
- Has strong communication and interpersonal skills, is honest, fair and dependable
- Embodies teamwork and cooperation within and across County departments and with the public
- Communicates effectively with the Department/Division leader and keeps management apprised of important matters ongoing in the department
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same
- This position requires regular and timely attendance in accordance with the department schedule
- Performs other duties as assigned or apparent

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Position Specific Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Home Health Aide:

- Assist client with bathing and personal hygiene.
- Assist client with ambulation and exercise.
- Assist client with transfer, turning and using bedpan/urinal.
- Assist client to dress.
- Perform and/or assist with prescribed exercise which the client's HHA has been taught by appropriate professional personnel.
- Remind client to take self-administered medications which are ordinarily self-administered if delegated by supervising nurse.
- Promote the client's mental alertness through listening, conversing and participating in appropriate activities.
- Report changes in the client's condition and needs.
- Complete appropriate records.
- Perform such household services as are essential to the client's health care and safety at home.
- Help prepare and plan meals suitable to the client's nutritional needs.
- Light laundry - client's personal belongings.
- Perform cleaning related to client's room, bathroom and/or kitchen.
- Perform child care as indicated on plan of care.
- This position requires regular and timely attendance.
- Any other duties as assigned or apparent.

Homemaking:

- General housekeeping, dusting, vacuuming, changing linens, laundry, inside window washing, dish washing, ironing, taking out garbage, floor cleaning, oven cleaning/defrosting refrigerator.
- Teaching good home management principles.
- Shop for and prepare food based on individual nutritional needs
- Teaching meal preparation
- Teaching self-care and social skills.
- Encourage the client/family to become as independent as possible.
- Promote the client's mental alertness through conversation, reading and other activities.
- Provide simple emotional and psychological support to the client and/or family.

Additional Duties and Responsibilities:

Mandatory Inservices provided by Todd County Health and Human Services

**MINIMUM TRAINING AND EXPERIENCE REQUIRED:**

High school diploma or equivalent and a Certified Nursing Assistant Certificate or Home Health Aide Certificate.

Must possess and maintain a valid MN Driver's License.

Must pass a criminal background check.

**APPLICATION DEADLINE:** Positions will remain open until filled;  
First review of applicants on December 17, 2018.

## KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to strictly adhere to and perform only those tasks as indicated on the client care plan, within the time limit designated
- Ability to work well with others and demonstrate strong interpersonal skills
- Ability to maintain a professional appearance
- Ability to accept and seek supervision and guidance as necessary
- Ability to maintain awareness of community resources
- Ability to provide own transportation
  
- Ability to read, write and understand directions
- General knowledge of human behavior and child care
- Ability to perform personal care tasks
- Ability to cope with family situation
- Maturity and ability to deal effectively with the demands of the job

• Ability to seek a good understanding of client's disease process through the supervising nurse, coordinator and available information

### Physical Requirements

This work requires the occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking, hearing and using hands to finger, handle or feel, repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting. Work has standard vision requirements. Vocal communication is required for expressing ideas by means of the spoken word and hearing is required to perceive information at normal spoken word levels. Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities. Work has some exposure to blood borne pathogens and second hand smoke. Work is generally in a moderately noisy location.

---

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.todd.mn.us/>

Position #87D  
HOME HEALTH AIDE/HOMEMAKER  
SO

215 1st Ave S, Suite 300  
Long Prairie, MN 56347  
320-732-6155

[HR@co.todd.mn.us](mailto:HR@co.todd.mn.us)

---

### Home Health Aide/Homemaker Supplemental Questionnaire

- \* 1. Do you have a high school diploma or the equivalent?
- Yes  
 No
- \* 2. Do you have a Certified Nursing Assistant Certificate or Home Health Aid Certificate?
- Yes  
 No
- \* 3. Do you have previous experience as a Home Health Aide/Homemaker?

- Yes- 2+ years experience
- Yes- Under 2 years experience
- No experience

\* 4. Do you have a valid driver's license?

- Yes
- No

\* 5. Can you able perform all physical requirements listed in the job description?

- Yes
- No

\* 6. If you claimed Veteran's Preference above, do you have your DD214 to include as an attachment to this application?

- Yes- Qualified Disabled Veteran (10% or higher disability rating)
- Yes- Qualified Vet or Spouse of Deceased Vet
- No

\* Required Question