

## 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 personal care 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 after preparing meals
- Bedmaking unoccupied or occupied
- Light housekeeping directly related to client care(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. (optional)

### **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
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**Salary:** \$19.50 per hour, 0.61\$ from H9W 4C2 gas stipend