

**HEALTH AND HUMAN SERVICES AIDE****Nature of Work**

Under general supervision, performs work at the full-performance level providing a variety of health and human services program activities in a helper capacity. Work involves extensive client contact. Often performs work independently under the direction of and in consultation with a professional staff member. Certain areas of assignment may require specific training prior to or within a specified period of time after employment. Work requires the use of a personal automobile for local travel. May be required to deal with situations which are potentially dangerous to client and worker. Performs related work as required.

**Examples of Work**

- Visits clients at home to administer care, assist in and instruct in housekeeping, or determine eligibility for assistance from other related programs.
- Instructs family in care of client and encourages their participation in care giving.
- Explains pertinent agency regulations and procedures concerning receipt of services.
- Refers clients to other available services when possible or necessary.
- Performs basic medical monitoring, such as taking pulse, blood pressure, temperature; changing bandages; records information on charts (Health).
- Records pertinent client information and maintains clients records.
- Transports or arranges transportation for clients to and from appointments, shopping, errands.
- Instructs clients in cleaning, shopping, and food preparation in order that client may maintain a healthy home.
- Reports to and receives instructions from professional staff or physician.

**Knowledge, Skills and Abilities**

- Knowledge of the benefits of proper health care.
- Knowledge of sanitation and personal hygiene.
- Knowledge of the social and economic conditions in the assigned geographic area.
- Ability to learn the procedures, rules, and methods of the area of work where assigned.
- Ability to report and record pertinent facts accurately.
- Ability to learn to promote services and encourage client participation.

HEALTH AND HUMAN SERVICES AIDE (CONT D)

**Knowledge, Skills and Abilities** (cont'd)

- Ability to work with people.
- Ability to carry out written and oral instruction.
- Ability to accept and utilize supervision.
- Ability to read, write, and perform basic arithmetic.

**Minimum Qualifications**

TRAINING Must be able to pass a written test at the eighth-grade level.

SPECIAL REQUIREMENTS FOR THE DIVISION OF HEALTH Applicant must be certified as a Home Health Aide or must successfully pass the written competency evaluation given by the local agency prior to employment. Certification requires completion of a minimum of 75 hours of training including a minimum 16 hours of practicum. Applicant must possess a current West Virginia driver's license and availability of a car for continuous use shall be a prerequisite for employment.

NOTE For positions designated as Breastfeeding Counselor, WIC, positive past or present breastfeeding experience required.

Established: 8/20/92  
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