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.
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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