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OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

## OTSEGO MANOR

### *Home Health Assistant*

Part-Time \$11.3988/hr

or Full-Time \$20,234 - \$23,894

LAST DAY FOR FILING: April 16, 2008

DATED: April 3, 2008

EOE

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving the providing of personal care assistance to patients receiving certified home health agency or long term home health care services in the normal activities of daily living at their places of residence. The tasks provided involve simple health care, personal hygiene, housekeeping and related supportive services designed to allow incapacitated patients the opportunity of remaining at home rather than required institutionalization. The services provided are prescribed by a physician in accordance with the patient's plan of treatment. Employees in this class will be required to complete a basic training program in personal health care services under the direction of either a Public or Community Health Nurse. Incumbents will work in close cooperation with, and under the guidance and direction of either a Public Health, Community Health or Registered Professional Nurse and/or other appropriate health care professional. Employees in this class do related work as required.

**TYPICAL WORK ACTIVITIES:**

- Bathes patients and gives personal hygienic care such as combing hair, brushing teeth, cleaning fingernails, etc
- Helps patient in performing exercises of simple procedures prescribed by appropriate professional health care personnel as an extension of physical, speech or occupational therapy
- Changes linen, makes beds and performs other simple housekeeping tasks to provide a suitable living environment for the patient
- Plans and prepares meals for patients which may involve cooking and shopping visits to markets or stores to obtain food supplies
- Cleans, dusts, washes dishes, and performs a variety of other light housekeeping tasks essential to patient home health care
- Cares for patient's clothing, including washing, ironing and simple mending
- Discusses patient problems relative to the home health assistant function with the Community or Public Health Nurse in charge
- May prepare simple reports on patient daily living activities related to the home health function
- May assist patient in taking self-administered medication, prescribed by a physician

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to understand and carry out non-technical oral and written directions; ability to get along well with others and gain the cooperation of patients; ability to perform light housekeeping tasks including shopping for food supplies and cooking; emotional and mental maturity; sympathetic attitude in caring for the sick; dependability; neat appearance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Home Health Aide Certification

Otsego County

Approved Otsego Co. CS - 3 May 1985

CLASSIFICATION - Labor

Applications available at the Otsego County Personnel/Human Resources Office, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)