



Administrative Assistant

Classified

LEVEL: 14

JOB SUMMARY

Under the technical supervision of a Registered Nurse provides support care with activities of daily living in the client's residence. Performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Provides Personal Care
- Bathing, shampooing, shaving, and toilet assistance
- Maintains clients hygiene
- Toe and fingernail care
- Skin and foot
- Prepares food and feeds client
- Assists with routine ambulation
- Range of motion activities
- Simple exercise
- Special appliances and/or prosthetic devices
- Transfer to and from wheelchair
- Assist clients physically to perform activities of daily living
- Maintain a clean, safe and healthy environment by vacuuming, dusting, cleaning bathrooms, and kitchens

MINIMUM QUALIFICATIONS

- Any combination of education, training and experience equivalent to graduation from high school and must have seventy-five hours of a combination of classroom and supervised practical training.
- Must take part in a formalized program of training and be currently registered by the Arizona State Board of Nursing as a Home Health Aide
- Valid Arizona drivers license.
- Current CPR certificate.
- Home Accident Prevention and First Aid Certificates.
- Provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES

- Valid Arizona Driver License
- Knowledge of cleanliness, food preparation, basic cleaning methods
- Current CPR certificate.
- Ability to make assessments
- Identify observable problem areas
- Keep records and charts

- Home Accident Prevention and First Aid Certificates.
- Must take part in a formalized program of training and be currently registered by the Arizona State Board of Nursing as a Home Health Aide
- Provide own transportation.
- Make simple reports orally and in writing
- Work in a team relationship
- Accept and utilize supervision
- Skill in establishing client relationship

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 30 pounds