

# MEDINA COUNTY COMMISSIONERS



## Job Description HOSPITAL AIDE COUNTY HOME

### SUMMARY

The hospital aide reports directly to the hospital aide coordinator. Assists residents in personal hygiene. Helps residents in walking and standing. Cleans the County Home. Maintains patients' rooms. Observes patients' status and reports any unusual signs. Assists in the preparation of meals. Feeds patients. Maintains order throughout the County Home. Performs related work duties as needed.

### PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Keeps residents clean, well groomed and comfortable. Assist residents with personal hygiene: grooming, tooth brushing, hair, nails, ears and shaving. Assists in dressing patients. Helps residents to bed at night and assists residents upon rising in the morning. **Time spent: 30%**
- II. Cleans the County Home: Dusts the floor and furniture; Mops and disinfects all rooms, halls, stairs and bathrooms. Washes and dusts walls and cleaning windows. Makes beds. Maintains patients' rooms. Sets up equipment. Stores and moves supplies. Empties bed pans and changes soiled bed linens. **Time spent: 30%**
- III. Observes and monitors patients' status. Reads and maintains residents' records. Answers call signals. Takes temperature, pulse rate, respiration rate and blood pressure. Reports unusual occurrences or signs of illness. **Time spent: 15%**
- IV. Assists in the preparation of meals. Serves meal trays. Feeds patients who require assistance. **Time spent: 15%**
- V. Maintains order among patients. Transports patients in wheelchairs when needed. Helps patients in and out of bed, standing, and walking. Answers phones and directs visitors. Helps out in related duties throughout the County Home. **Time spent: 10%**

### Class Title / Position Number of Position(s) Supervised:

None

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Class #: \_\_\_\_\_ Class Title: \_\_\_\_\_ Division: \_\_\_\_\_  
Unit: \_\_\_\_\_ Normal Working Hrs : Fr \_\_\_\_\_ to \_\_\_\_\_ Position Control #: \_\_\_\_\_  
County of Employment: \_\_\_\_\_ Working Title: \_\_\_\_\_ Pos # & Title of Supervisor: \_\_\_\_\_

	<b>KNOWLEDGE ▲ SKILLS ▲ ABILITIES</b>	<b>PRINCIPLE DUTIES</b>
Knowledge:	(1) Federal, state, and local laws and regulations; (2) County Home policies and procedures; (3) Geriatric patients; (4) Personnel Hygiene; (5) Cleaning; (6) Medical equipment: Stethoscope, wheelchairs, and sphygmomanometer (7) Signs of illness	Keeps residents clean, well groomed, and comfortable  Assists residents with personal hygiene  Cleans the County Home  Takes temperature, pulse rate, respiration rate, and blood pressure  Reports signs of illness
Skills:	(8) Communication; (9) Write; (10) Read; (11) Cook; (12) Charting;	Answers calls  Reads and maintains residents records  Assists in preparation of meals
Ability:	(13) Stand for long periods of time; (14) Walk for long periods of time; (15) Push a wheelchair; (16) Lift and hold 50-100 pounds; (17) Use hands to fingers; (18) Handle and feel objects; (19) Use of arms; (20) Vision	Cleans County Home  Transports patients  Assists patients in and out of bed, standing and walking  Assists residents in their grooming  Feeds patients  Takes temperature, pulse rate, respiration rate and blood pressure  Reports signs of illness

**MEDINA COUNTY POSITION DESCRIPTION ADDENDUM**

**MINIMUM CLASS REQUIRMENTS**

- 1) Graduate from high school or equivalent
- 2) Ability to communicate and work closely with geriatric patients

**COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Ability to effectively present information
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems
- Regularly required to talk or hear; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Physical activity includes standing and walking for long periods throughout the day
- Ability to lift 50-100 pounds
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Will be exposed to illnesses.

**MAJOR WORKER CHARACTERISTICS**

- Ability to use whole numbers, understand systems and procedures.
- Knowledge of County Home policy
- Knowledge of residents care
- Ability to work closely with geriatric patients
- Knowledge of different medical problems
- Good communication skills