

Department: Public Health
Classification: Competitive
Grade: Ungraded__

SPEC DISK BA
DOCUMENT 25

HOME HEALTH AIDE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work coordinating the services of home health aides to cover requests and referrals from medical providers. Employees work under the general direction of a higher level employee with considerable leeway for the exercise of independent judgement in carrying out the duties of the position. Oversees that the field instructions and Home Health Aide supervision visits in accordance with Agency policy. The incumbent does related work as required.

In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Accepts requests and referrals from physicians and other health care providers;
Works with contracting agencies to assign and schedule home health aides to fill requests received per agency policy;
Arranges for orientation of aides with nurse or therapist;
Maintains patient records relative to home health care assistance provided; Reviews all documentation related to Home Health Aide visits.

FULL PERFORMANCE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to understand and interpret department policy in carrying out the duties of the position; ability to follow oral and written instructions by physicians or other health care providers; ability to schedule personnel to cover assignments and referrals; ability to get along well with others; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Completion of a course of study approved by the State Education Department as qualifying for Licensed Practical Nurse or Registered Professional Nurse. Possession of the license at the time of appointment. Valid New York State drivers license.

Adopted: 12/11/00
Revised: 06/08/2015