DISTRICT HEALTH DEPARTMENT NO.4

ADULT COMMUNITY ASSISTANT

NATURE OF WORK

This is a paraprofessional classification involved in the promotion of good health through the imparting of information and providing of supportive personal health care services to individuals and their families in their home, at the health department office and in clinics. Aides work under the close supervision of a Registered Nurse. Possible errors in judgement or performance could have some consequence. Employees are not responsible for supervision of other health department personnel.

EXAMPLE OF WORK

Talks with individuals and groups to inform them of health department services; answers general questions; refers inquires to proper sources of information.

Informs individuals in health department programs, arranges and reminds individuals of appointments.

Observes and reports all unusual conditions or reactions to area Registered nurse and report problems.

Keeps appropriate records of daily activities and care services provided and client’s problems and progress.

Performs other duties as assigned by the Supervisor/Registered Nurse.

Duties may include, but are not limited to:

I. Examples of direct client care:

A. Assists client with oral hygiene.

B. Assist client in basic grooming, i.e. comb/brush hair, clean glasses, cleaning of face and hands.

C. Assists client with dressing and/or removal of clothing, i.e. winter garments, shoes, boots, etc.

D. Gives assistance as follows:

1) Assist clients to sit, stand, go from standing to sitting, using simple assistive devices.

2) Assists in pivoting client from bed to wheelchair; transfer from wheelchair to bed or chair.

3) Assists Registered Nurse with activity exercises.
D. cont.

4) Assists in positioning client in chair or commode; restrain as necessary for client’s safety.

5) Assist with lifting or holding a client using good body mechanics.

6) Assist client with ambulation. Be sure of client’s ability before attempting a procedure.

7) Assist client with prosthetic devices.

E. Prepares client’s meals. Assist and feed clients when necessary.

1) Prepare between meal nourishments.

2) Encourage or restrict fluids as directed.

3) Meal preparation.

F. Assists in transporting clients, i.e. to doctor’s offices, as long as Adult Community Assistant does not drive client.

G. Weigh client.

H. Initiates and assists with CPR and first-aid.

II. Assist and provide a comfortable and safe environment –

A. Change bed linens as necessary.

B. Perform incidental household activities, i.e. light laundry, light ironing, shopping, errands, read to clients, write letters.

III. If you do not know how to perform a task, ask for instruction before doing so.

IV. Record client’s activities and observations on the appropriate forms.

A. Report to RN problems, changes, or questions identified while giving client care.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic knowledge of health department programs and services as well as the services offered by other social agencies.

Basic knowledge of the community and community health and social problems.
Basic knowledge, skill and ability in the provision of personal health care for patients.

Ability to learn to work within the team concept in nursing and to accept and utilize supervision.

Ability to learn to improvise in the absence of equipment in home situations.

Ability to learn to establish and maintain an effective working relationship with clients and their families, co-workers, and others responsible for the care of clients.

Ability to learn to prepare and maintain simple records and reports.

QUALIFICATION REQUIREMENTS

Graduation from high school or its equivalent in terms of education, training, and experience.

Experience and/or involvement with the adult population.

Special personal qualifications may be required depending upon the health program.

Possession of valid drivers license.

Use of insured personal car for official driving.