

MEDINA COUNTY COMMISSIONERS
 Job Description
HOSPITAL AIDE COORDINATOR
 COUNTY HOME



SUMMARY

The Hospital Aide Coordinator reports directly to the Superintendent. Supervises and inspects work of Hospital Aides, the Recreation Aide, and the Cook. Makes rounds of all wards. Answers questions and concerns made by patients' families. Solve patients' problems. Maintains records. Performs related work duties as needed.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Supervises and inspects work of Hospital Aides, the Recreation Aide, and the Cook. Oversees supervised personnel regarding patients, equipment, discipline, housekeeping, and health and safety standards. Reviews activities, menus and work of hospital aides. Assures the County Home is kept in a clean and orderly manner. Follows all rules and regulations provided by the County Home and the local, state and federal government. Participates in training and orientation of new employees. **Time spent: 30%**
- II. Makes periodic rounds of wards. Maintains order among patients. Assists patients in solving problems and issues. Maintains a good relationship between supervised personnel and the patients. Discusses concerns with patients' family members. **Time spent: 20%**
- III. Assigns and schedules work, writes reports and keeps necessary records. Reviews all records maintained by Hospital Aides, the Cook, and the Recreation Aides. Maintains inventory of supplies. **Time spent: 20%**
- IV. Assists the Ccook in preparing menus, cooking, and distributing the meals and the Recreation Aide plan and supervise activities. Makes periodic rounds with hospital aides, assisting in cleaning and care for patients. Covers shifts when needed. **Time spent: 20%**
- V. Attends meetings as required. Helps out with any other related duties. **Time spent: 10%**

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

44111/ 10086.0,10084.0, 10073.0, 10049.0, 10237.0, 10304.0, 10435.0, 10265.0, 10081.0, 10464.0, 10300.0, 10082.0, 10300.0, 10493.0,

18531/10044.0

42351/10322.0

Department Director: _____ Date: _____

Human Resources: _____ Date: _____

Appointing Authority: _____ Date: _____

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

	KNOWLEDGE ▲ SKILLS ▲ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Federal, state, and local laws and regulations; (2) County Home policies and procedures; (3) Geriatric patients; (4) Personnel Hygiene; (5) Cleaning; (6) Basic vital signs like temperature, pulse rate, respiration rate and blood pressure; (7) Signs of illness; (8) Supervision; (9) Equipment; 	<p>Follows all rules and regulations provided by the county Home and the local, state and federal government</p> <p>Maintains order among patients</p> <p>Makes periodic rounds with hospital aides, assisting in cleaning and care for patients</p> <p>Supervises and inspects work of hospital aides, the recreation aide, and the cook.</p>
Skills:	<ul style="list-style-type: none"> (10) Communication; (11) Write reports; (12) Read; (13) Cook; (14) Supervision; 	<p>Assists patients in solving problems and issues.</p> <p>Maintains a good relationship between supervised personnel and the patients.</p> <p>Discusses concerns with patients' family members</p> <p>Assist the cook in cooking</p> <p>Writes reports and keeps necessary records</p> <p>Schedules Aides</p>
Ability:	<ul style="list-style-type: none"> (15) Stand for long periods of time; (16) Walk for long periods of time; (17) Push a wheelchair; (18) Lift and hold 50-100 pounds; (19) Use hands to fingers; (20) Handle and feel objects; (21) Use of arms; (22) Vision 	<p>Makes periodic rounds with hospital aides, assisting in cleaning and care for patients</p> <p>Cover shifts when needed</p> <p>Writes reports</p> <p>Participates in training and orientation of new employees</p>

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

- 1) Graduate from high school or equivalent
- 2) Two years experience in supervising

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
- Knowledge of local, state, and federal laws and regulations
- Ability to cook and follow recipes
- Ability to supervise