



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### HOME HEALTH AIDES

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Home Health Aides-B	L1011B	30	
Home Health Aides-O	L1011O	35	
Home Health Aides-A	L1011A	40	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

### Nature of Work

Home health aides assist older adults, who may need assistance, live in their own homes or in residential facilities instead of in health facilities or institutions. The majority of clients are physically or mentally disabled, chronically ill, or cognitively impaired.

Aides provide light housekeeping and homemaking tasks. They may accompany clients to doctors' appointments or on other errands. They provide instruction and psychological support to their clients. They may advise families and patients on nutrition, cleanliness, and household tasks.

Aides keep records of services performed and of clients' condition and progress. They report changes in the client's condition to the supervisor or case manager. Aides can also work with therapists and other medical staff.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role assist in the maintenance of residents' clothing and other cottage or unit supplies and equipment.
- Employees may be required to account for and order supplies and equipment as necessary; may be responsible for maintenance of residents' clothing, other unit supplies and equipment; assist in the implementation of therapeutic treatment; maintain assigned areas in a safe, clean and orderly condition; assist in the use of specialized techniques and/or equipment; prepare simple reports; perform housekeeping functions; may transport or escort residents to and from various activities; will provide direct assistance and participation in activities assigned by professionals and/or paraprofessionals.

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### **Recommended Education and Experience for Full Performance**

High School diploma or GED and six (6) months of experience providing direct care, training and assisting clients or consumers in day to day life and living skills.

### **Minimum Qualifications**

Eighth Grade Education.

### **Operational**

- Employees in this Role may provide reports or recommendations to staff and perform general health care services.
- Employees may be required to prepare and submit reports; perform routine therapeutic services; report and/or record resident accidents, seizures, injuries, and/or other unusual behavior; maintain inventory of supplies and/or equipment; may transport or escort residents to and from various activities.

### **Recommended Education and Experience for Full Performance\***

High School diploma or GED and one (1) year of experience providing direct care, training and assisting clients or consumers in day to day life and living skills.

### **Minimum Qualifications**

High School diploma or GED.

### **Advanced**

- Employees in this Role observe resident behavior and attend and participate in meetings as a member of the institution's interdisciplinary program team.
- Employees provide technical nonprofessional recommendations to team members; transport residents to and from various activities; perform general health care functions and technical assistance to residents and/or families of residents; and perform personal care services.

### **Recommended Education and Experience for Full Performance**

High School diploma or GED and one and half (1.5) years of experience providing direct care, training and assisting clients or consumers in day to day life and living skills.

### **Minimum Qualifications**

High School diploma or GED and three (3) months of experience providing direct care, training and assisting clients or consumers in day to day life and living skills.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment

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alternatives, drug properties and interactions, and preventive health-care measures.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Service Orientation** — Actively looking for ways to help people.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Speaking** — Talking to others to convey information effectively.

**Coordination** — Adjusting actions in relation to others' actions.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Instructing** — Teaching others how to do something.

### Statutory Requirements: N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*