

## **JOB DESCRIPTION**

### **HEALTH AID PROFESSIONAL**

Responsible for conducting patient home visits. Interacts with healthcare professionals to discuss patient needs, healthcare requirements, and various services they would like provided. Meets with agency supervisors, attend meetings, and provide administrative office tasks as required.

#### **Duties/Responsibilities:**

- Coordinate and facilitate patient care through assessment, evaluation, planning, and implementation.
- Communicate patient needs to a variety of care team members and follow up accordingly.
- Manage discharge plans upon completion of treatment.
- Work collaboratively with patients, families, physicians, and nurses to ensure high quality care.
- Acts as the patient's advocate as it relates to insurance coverage and financial assistance.
- Maintain the patient's comprehensive clinical record through detailed documentation.
- Coordinate with third party payors on a regular basis.
- Other duties as assigned.

#### **Skills/Qualifications:**

- Empathy
- Communication Skills
- Attention to Detail
- Interpersonal Skills (teamwork, responsible, dependable, motivated)
- Physical Stamina
- Time Management Skills
- Adaptability
- Medical Skills & Knowledge (CPR/First Aide Certification)
- Patience
- Flexibility