

This job description serves as a guide for establishing the criteria to fill a specific function or appraise the level of performance related to that function. In its sole discretion, the District may choose to fill this function by contracting with individuals or corporate entities rather than hiring an employee. The job duties referenced here are examples and may change from time to time.

1. Job Summary

- a) Hourly, non-exempt, full-time regular, non-supervisory position.
- b) The Home Health Tech is responsible for providing home health visits that include vitals (blood pressure, glucose levels, temperature, and oxygen levels) and medical transports to the elders and disabled clients of the San Xavier District Wa:k Senior Services Program.
- c) Supervised by the Wa:k Senior Services Program Director.
- d) Salary Range – NE4.

2. Responsibilities

- a) Essential Duties.
 - i) Acknowledges and greets all visitors and District employees politely and professionally.
 - ii) Orders, picks up, and delivers medication, medical supplies, and medical equipment from the San Xavier clinic and external vendors.
 - iii) Assists clients in maintaining –
 - a) daily health care (e.g., glucose levels, blood pressure, etc.).
 - b) a maximum self-reliance level at home in everyday activities.
 - c) a healthy home environment that may be necessary to prevent or postpone institutionalization.
 - d) and facilitating self-care at home.
 - e) pillboxes per the client’s current medical listing(s).
 - iv) Assists clients with setting up and confirming appointments with their Primary Care Provider (PCP), Specialists, ER follow-ups, same-day clinic, etc., in the Tucson and Phoenix areas.
 - a) Works with Tohono O’odham Nation Health Care to assist clients with referrals and follow-ups for outside specialties.
 - v) Assists –
 - a) in transporting clients to and from medical appointments in the San Xavier/Tucson area.

- b) with processing new clients, provides applications, conducts interviews, and determines needs.
- c) with department functions such as setting up, cleaning, preparing meals, serving, etc.
- vi) Transports clients' stool and urine samples to the San Xavier Health Center lab.
- vii) Occasionally demonstrates the use of glucometer/lancets/test strips and Insulin pen, so client comprehends.
- viii) Delivers supplies (e.g., depends, chucks, wipes, ace bandage, dressing supplies, breathing treatment supplies, glucometers, blood glucose pen, compression stockings, etc.) to clients from the San Xavier Health Center.
- ix) Coordinates service delivery to clients from other agencies, including but not limited to Indian Health Service, Social Services, Community Health, Substance Abuse, Nutritional, Psychological, and Mental Health Programs.
- x) Coordinates client transportation with the Health Transportation Services TON if the Senior Services Department cannot transport.
- xi) Ensures clients are aware of discontinued, Pro Re Nata (PRN), or expired meds, removes them from the client's home and refers them to the Tucson Police Department or Pima County Sheriff's Department for disposal.
- xii) Works with the clients' Case Manager, Social Worker, and Purchase/Referred Care (PRC) to ensure the clients' medical bills are paid and confirm Home Health Services.
- xiii) Translates for clients when consulting business with non-O'odham professionals.
- xiv) Identifies and reports clients' needs and subsequent changes to the Senior Services Director and external agencies involved.
- xv) Responds to non-emergency calls.
- xvi) Submits weekly reports and attends client, departmental, and all-staff meetings.
- xvii) Receives and completes paperwork for items delivered to the Senior Services Department.
- xviii) Attends and participates in departmental and All-Staff, and other job-related meetings and trainings.
- xix) Maintains confidential and sensitive information.
- xx) Performs other duties as assigned and executes other responsibilities and projects as necessary.

3. Knowledge Skills & Abilities.

- a) Ability to –
 - i) recognize the special needs of the patient in the home.
 - ii) communicate with clients and others in an effective and mature, caring manner.

- iii) communicate and understand medical terminology when working with health professionals.
- iv) organize and manage work time efficiently.
- v) lift, bend, stretch, climb, and negotiate difficult pathways in and about the client's home.
- vi) carry light objects (e.g., equipment and supplies up to 75 pounds), and move clients.
- vii) see, hear, and speak without limitations for accurate verbal and written communication.
- viii) know the normal ranges of vitals.
- ix) take manual blood pressures.
- x) assist clients with medical forms at their request.

4. Working Conditions

a) Environment.

Hot	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Dust/Fumes	<input type="checkbox"/>
Cold	<input type="checkbox"/>	Outdoors	<input type="checkbox"/>	Chemicals	<input type="checkbox"/>
Contact with substance that could cause allergic reactions:					
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Describe:	
Protective Equipment Used:					
Other: <input type="checkbox"/> Explain:					

b) Physical Activities and Requirements.

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Bending/Pushing/Pulling	✓				
Climbing Ladders	✓				
Climbing Stairs	✓				
Collating/Filing	✓				
Digging				✓	
Dialing		✓			
Hearing		✓			
Lifting/Carrying 25lbs.	✓				
Lifting/Carrying 50lbs.	✓				
Lifting/Carrying 75lb.s	✓				
Reaching Overhead				✓	
Reading		✓			
Repetitive Motion/L-R		✓			
Speaking		✓			
Standing	✓				
Sustained Mental Aptitude			✓		
Sustained Visual Aptitude			✓		
Threading				✓	

Requirements	Sometimes 0 - 29%	Frequently 30 - 59%	Constantly 60 - 100%	N/A	Comments
Using Keyboard		✓			
Vehicle Operation			✓		
Walking	✓				
Writing		✓			
Other:					

5. Qualifications (must have, maintain, and provide the following):

- a) High School diploma or equivalent.
- b) Certified Nurse’s Assistant (CNA) certificate or Medical Assistant certificate.
 - i) Arizona State Board preferred.
- c) Able to obtain a fingerprint clearance card before hire and maintain clearance every six (6) years.
- d) Valid Arizona Driver’s License with no DUIs or major traffic offenses within the past three (3) years.
- e) Bilingual – O’odham and English preferred but not required.

Reviewed and Approved By:

Employee Acknowledgement: _____ Effective Date _____

Immediate Supervisor: _____ Effective Date _____

Next Level Supervisor: _____ Effective Date _____

San Xavier District is an “Alcohol/Drug-Free Work Place