NEW AUG 0 2 1997

| OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity* | CLASS TITLE: Hospital Aide Coordinator 1 | CODE: 44114C |
|---|---|---|
| | MAJOR AGENCIES: County Offices, Universities | JURISDICTION: Cnty., Univ. |

FUNCTION: Under general supervision from hospital aide supervisor or other administrative supervisor, acts as team leader or module/ward charge on assigned module/ward or unit/residential building & provides direct care & habilitative services;

Note: Classification is not to be used for positions assigned to wards housing forensic patients or on secure-care areas. No incumbent in this classification shall pass medications of any drug class.

-PERFORMS RELATED DUTIES AS REQUIR

| RANK | % OF TIME | JOB DUTIES | MAJOR WORKER CHARACTERISTICS |
|---|---|---|---|
| 1 | 39-59 | A- In mental health facility, for one assigned ward or unit, acts as ward charge or team leader (e.g., provides training & direction to other direct care staff personnel; makes rounds of assigned area to assess needs of consumers & sees needs are provided for; monitors assigned area to maintain therapeutic environment regarding sanitation & life safety; monitors consumers appointments to ensure consumers reach their appointments; is held accountable for knowing all consumers whereabouts) & provides basic unskilled nursing care to & habilitative training for consumers (e.g., teaches & assists consumers to develop personal hygiene, grooming, interpersonal & social skills to improve their stay &/or prepare them for community living).<br><br>B- In developmental center (i.e., under Department of MR/DD), for one assigned module or residential building, acts as module charge or team leader (e.g., provides training & direction to other direct care staff personnel; makes rounds of assigned area to assess needs of clients & sees needs are provided for; monitors assigned area to maintain therapeutic environment regarding sanitation & life safety; monitors clients appointments to ensure clients reach | Knowledge of (1) facility, state & federal guidelines pertaining to direct resident care*, (2) basic nursing care procedures (e.g., taking vital signs, rendering bedpans), (3) supervision*; ability to (4) lift 50-100 pounds, (5) carry out simple instructions, (6) develop good rapport with clients/consumers & cooperate with co-workers.<br><br>*Developed after employment |

(200)

123:1-7-17

| UNUSUAL WORKING CONDITIONS: | MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* | TRAINING & DEVELOPMENT: |
|---|---|---|
| May be exposed to unpredictable behavior of clients/residents; may work 2nd or 3rd shift & weekends. | 12 months training &/or experience in providing unskilled nursing care to patients & in participating in development &/or carrying out of patients habilitative/treatment plans), | |

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| | | their appointments; is held accountable for knowing all clients whereabouts) & provides basic unskilled nursing care to & habilitative training for clients (e.g., teaches & assists clients to develop personal hygiene, grooming, interpersonal & social skills to improve their stay &/or prepare them for community living). | |
| 2 | 22-42 | Makes chart entries on client's/consumer's development, vital statistics as monitored, unusual behavior or incidents observed & on effects of medication & medical treatments administered by nursing staff, observes clients/consumers to prevent injuries to themselves or others & reports client/consumer need for medical attention. | Knowledge of 1*; ability to (7) recognize unusual resident conditions & take appropriate action, (8) read, copy & record figures accurately. |
| 3 | 9-29 | Participates in new employee orientation; assigns work to direct care staff; ensures that Individual Habilitation Plans are being properly implemented & participates in IHP process by providing input; ensures that charting & documentation of process &/or behavior is thoroughly completed; escorts &/or arranges staff to accompany clients/consumers to appointments or activities; attends meetings & in-service training; communicates with client's/consumer's families & clients/consumers; takes inventory of client's/consumer's personal belongings. | Knowledge of 1*, 2; ability to 6, 7. |

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MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

preferably for patients who were mentally retarded, developmentally disabled or mentally ill.