



## IMPERIAL CAREGIVER, 1200 Morris Turnpike Ste 3005, Short Hills, NJ 07078

### JOB DISCRIPTION AND DUTIES AS A CHHA

#### Qualifications:

##### A Certified Home Health Aide

- ✓ Completion of a training program approved by the New Jersey Board of Nursing required.
- ✓ In good standing, holding a current, valid certificate as a Home health Aide in New Jersey issued by the New Jersey Board of Nursing.
- ✓ Completion of the Home care test

##### A Nursing Student

- ✓ With a written New Jersey Board of Nursing waiver in lieu of a certificate
- ✓ Completion of the Home care test  
A Home Health Aide who recently completed the homemaker home health aide training program and has not received a certificate
- ✓ The presence of the Aides name on the New Jersey Board of Nursing Home-maker Home Health Aide Certification Eligibility List until the actual certificate is issued.
- ✓ Completion of the Home care test

#### Physical Requirements:

Able to effectively communicate with clients and co-workers. Ability to perform tasks involving physical activity, which may include heavy lifting and extensive bending and standing. Ability to deal effectively with stress.

**Reports to:** The Registered Nurse Field Supervisor

#### Essential Functions of position:

A certified home health aide is a person who carries out health care tasks as an extension Of a registered professional nurse. A CHHA also provides assistance with personal hygiene, housekeeping and other related supportive tasks for a patient with health care needs in his/her home.

#### Performance Criteria:

- consistently takes and records temperature, pulse, and respiration when advised and reports all variations from normal.
- Competently assists the client in bathing in bed, in tub and in shower.
- Competently assists the client with care of teeth and mouth.
- Competently assists the client with grooming, care of hair including shampoo and shaving.
- Competently assists the client with foot care.
- Competently assists the client with ordinary care of nails (no cutting).
- Competently assists the client on and off bedpan, commode and toilet.
- Competently assists the client in moving from bed to chair or wheelchair and in walking with a cane or walker.
- Competently assists the client with eating.
- Prepares and serves meals according to instructions.
- Competently assists the client with dressing.
- With guidance from the nurse, arranges a schedule so that the patient follows medical recommendations such as increased physical activity and taking their own medication.
- Remind his/her patient to take their own medications as directed by the RN
- Maintains records as instructed by the professional registered nurse.
- Competently performs other pertinent care functions as assigned and demonstrated by the Professional Registered Nurse.
- Safely accompanies client to obtain medical care
- Makes and changes client's bed.
- Dusts and vacuums the rooms the client uses.
- Washes the client's dishes.
- Tidies the client's kitchen, bedroom, bathroom and personal environment.
- Makes a list of needed supplies.
- Shops for the client if no other arrangement is possible. The CHHA should never purchase alcohol or non prescription drugs for the client.



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- Washes the clients' personal laundry if no family member is available or able, including ironing.
- Sends clients linen to laundry if necessary.
- Utilizes aseptic technique to clean around and secure the clients Foley catheter or condom catheter.
- Competently cares for an incontinent patient.
- Assists the patient in changing position to prevent decubiti.
- Demonstrates appropriate preventive skin care techniques.
- Consistently follows the Aide Plan of Care developed by the RN.
- Consistently records all pertinent information on the Aide Plan of Care, and time cards in an appropriate timely manner.
- Correctly measures and records Intake and Output as directed by the RN
- Competently assists the patient with range of motion exercises as directed by RN or therapist.
- Demonstrates the ability to communicate effectively with the client and his/her family members
- Assists the RN supervisor to make Client visits by ensuring presence of self and client at the time planned.
- Demonstrates the ability to communicate effectively with other members of the health care team and staff of the Agency.
- Consistently reports occurrences to the Nursing Supervisor.
- Consistently adheres to universal precautions, aseptic technique and infection control guidelines.
- Consistently implements care in a manner that is maximally safe for the client, his/her family and self.
- Consistently seeks, accepts and implements suggestions to improve performance.
- Demonstrates respect for the opinion of others.
- Consistently assumes and follows through on the responsibility for assignment.
- Demonstrates the ability to function effectively under stressful situations.
- Maintains confidentiality of client observations and records.
- Utilizes time effectively, maintaining a consistent level of productivity.
- Completes the continuing education requirements annually (12 hours).
- Consistently complies with standards for attendance, absence notification and punctuality.
- Consistently demonstrates professionalism through appearance, performance and communication.
- Assumes responsibility for reading and comprehending all posted notices, communications and policies and procedures related to CHHA' s.
- Demonstrates competencies to provide care to patients of all ages.
- Respects the rights, privacy and property of others at all times.

I have read and understand the job description for the position of Certified Home Health Aide.

<b>X</b>	<b>X</b>
Signature of CHHA	Date



## Statement of Employability

By the execution of this document I acknowledge that I have been informed by **Imperial Caregivers DBA Imperial Caregivers** that a criminal history check may be performed on my current name, and all past names. Below are all the names I have ever used (i.e. maiden, aliases, nicknames, etc.)

I am also stating by the execution of this document, that I have never have been shown by credible evidence (e.g. a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually assaulted, exploited, or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct as evidence by an oral or written statement to this effect obtained at the time of application.

<b>Information required to obtain criminal checks:</b>		
My date of birth is _____ Social Security _____		
<b>First</b>	<b>Middle</b>	<b>Last</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Attach list if necessary</b>		

I understand that a person convicted of an offense listed above may not be employed by this agency.



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I have not been convicted of any of the following penal code offenses, which may potentially bar employment

- 1. Assaultive offense
- 2. Burglary and criminal trespass
- 3. Theft
- 4. Weapons
- 5. A felony violation of statute intended to control the possession or distribution of an illegal substance
- 6. Fraud
- 7. Public Lewdness
- 8. Indecent Exposure
- 9. Public Indecency

I acknowledge that if I am found to have been convicted of any other offenses that they may cause my employment to be terminated. I understand that all information obtained by this agency regarding any criminal history will remain confidential. I certify that the information on this form contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge.

X  
Signature of Applicant

X  
Date

X  
Printed Name of Applicant

**If arrested/ convicted of any offense listed, please provide explanation.**

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Signature of Applicant

\_\_\_\_\_  
Date