CERTIFIED HOME HEALTH AIDE
JOB DESCRIPTION

GENERAL DESCRIPTION:
A Certified Home Health Aide (CHHA) works in support of the client’s safety, dignity, well-being and ability to remain living at home. The CHHA travels to the client’s home to provide direct care, under professional nursing supervision, in accordance with a written Plan of Care that includes personal care, grooming, ambulation, special procedures, homemaking, meal preparation, housekeeping and assistance with other activities of daily living. The Certified Home Health Aide is supervised by a Registered Nurse, and there are no supervision responsibilities with this position. The CHHA has HIPAA restricted access to certain client information, and is an hourly per-diem, non-exempt Direct Care staff member with no guaranteed minimum number of hours per week.

QUALIFICATIONS:

- Have a high school diploma or GED, or a satisfactory combination of education and life experience needed to perform the duties and essential functions of the job.
- Have a valid New Jersey Board of Nursing, Home Health Aide certification.
- Have the willingness to travel throughout the service area. This includes being able to drive and have a valid driver’s license and auto insurance or have the ability to independently travel on public transportation.
- Demonstrate good communication skills and mature attitude.
- Be honest, dependable and be able to perform the physical demands of the position.

RESPONSIBILITIES and DUTIES OF THE JOB:

- Travel to the client’s home, read and interpret the client’s care plan and provide direct care as specified by the written plan of care. The care includes personal care to clients such as, bathing, mouth, nail, hair and skin care, shaving, exercises as directed, and activities related to dressing and toileting including bedpan. Assist the client with ambulation, transfer activities, and the use of assistive devices like mechanical lifts, walkers, wheelchair, commode chair, braces, and prosthesis. Perform special delegated procedures including taking vital signs and weight, feeding, measuring intake and output, and assisting client with self-administered medications. These activities require the variety of physical demands, including, but not limited to, those outlined in Working Conditions and Essential Functions below, and reliable attendance at scheduled assignment.
- Travel to client’s home, perform light housekeeping, meal preparation and other support services as part of the plan of care. This includes duties such as menu planning and shopping lists, run errands, prepare meals including special diets, present food, and clean dishes, appliances, and work area afterwards, go shopping, dusting, laundry, vacuuming, general cleaning of bathroom, kitchen, and living area when part of the written plan of care. Such activities include using a wide variety of household equipment and home appliances and the physical demands, including but not limited to those as outlined in Working Conditions and Essential Functions of this Job Description.
- Observe the client’s condition, behavior, appearance, and hygiene needs, living arrangements, and home environment while in the home and report and document changes or problems to the appropriate staff member.
- Write visit reports (Daily Activity Report, etc.) to accurately record the care provided in the home, and complete other forms to document the work of this position, including incident reports and time and attendance reports. Ensure the Client signs the Daily Activity Report and Time Sheets as instructed. Submit these reports on time.
- Maintain a dependable attendance, be regularly available for assignments, and be timely for scheduled visits. Call the office for assignments often or when late for an assignment.
- Attend at least twelve (12) hours of in-service training annually.
OTHER DUTIES and RESPONSIBILITIES:

- Adhere to Agency policies and procedures.
- Maintain a valid NJ Board of Nursing Home Health Aide certification.
- Always protect and maintain client and agency confidentiality.
- Maintain a professional image, good appearance, and personal hygiene.
- Accept assignments and be punctual.
- Attend Agency meetings and training as directed.
- Perform other duties as assigned.

WORKING CONDITIONS and ESSENTIAL FUNCTIONS:

Work is in a variety of home environments. Frequent travel by car or public transportation throughout the service area is necessary. Tasks may involve exposure to blood, body fluids, or tissue (OSHA Category I) and household chemicals, dust, and disinfectants. This position routinely requires driving a car or independently using public transportation, lifting, bending, reaching, kneeling, pushing and pulling, stretching, standing, stooping, walking, walking up and down stairs, seeing, hearing, speaking, writing, reading, carrying, weight bearing activities, and the use of a wide assortment of large and small home appliances.

ACKNOWLEDGEMENT:

This Job Description is not a contract or guarantee of employment, nor to be used as a work schedule. It is only intended to outline the occupation. It is subject to change, without notice, at the Agency’s discretion.

FOR MORE INFORMATION, CONTACT:
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