



Job Description & Person Specification

Position Title:	Home Health Aide
Institution:	Happy and Great Home Care Service, Inc.
Location:	Bronx, New York
Employment Type:	Full time Fixed contract
Application Deadline:	TBA
Start Date:	TBC (2026)
Job reference #:	HAGHCS-HHA-2026

The Organisation:

Happy and Great Home Care Service, promotes a calm, safe and friendly atmosphere. Our mission is to offer compassionate and personalised home health care services to our clients. We strive to improve the quality of life for those we serve, while prioritising their safety and well-being.

The Role:

The successful candidate will be an excellent communicator with the ability to work with elderly individuals, people with disabilities, and those with rehabilitation needs plus build effective working relationships with staff and management at all levels. In addition, they should be willing to provide essential personal care, companionship, and health monitoring to clients in their homes, including assistance with bathing, dressing, meal preparation, medication reminders, and light housekeeping. They should be flexible to support daily living, safety, and independence, which often requires 7-day, evening, and weekend availability to meet patient needs.

Key Responsibilities:

- Assisting with personal hygiene, including showering, washing, dressing, undressing, and toileting.
- **Daily Living Support:** Helping with tasks such as shopping, preparing meals, and performing light housekeeping to maintain a clean living environment.
- **Documentation:** Maintaining records of care, meals, and medications.
- **Mobility Assistance:** Assisting with moving, transferring (e.g., from bed to chair), and walking.
- **Health Monitoring & Safety:** Monitoring the client's condition, maintaining a safe environment, and operating under the supervision of a licensed nurse.
- **Socialisation and Independence:** Promoting independence and supporting social activities, accompanying clients to appointments, shopping, and social activities, including accessing the community .

Required Key Skills/Abilities plus Qualifications:

- **Age:** Must be at least 18 years old.
- **Attributes/Personal Characteristics:**
 - **Compassion & Empathy:** A sympathetic attitude toward the sick and disabled.
 - **Good Communication:** Good interpersonal skills, able to build relationships and communicate clearly with families and medical staff, fluent in English with the ability to read and write English at an 8th-grade level or higher and can follow verbal and written instructions. Spanish (desirable)
 - **Maturity & Stability:** Patient, mentally and emotionally stable with the ability to handle stressful situations.

- **Reliability & Professionalism:** Good attendance and the ability to work independently, follow instructions, and adhere to care in a home environment.
- **Background Check:** Ability to pass mandatory criminal history record checks (fingerprinting) and drug screening are required to ensure the safety of vulnerable populations.
- **Certification:** Valid New York State Home Health Aide (HHA) certificate (from an approved program) or Nursing Assistant certification (CNA).
- **Clinical/Support Skills:** Ability to assist with personal care activities of daily living (ADLs), including bathing, dressing, toileting, oral care, light cleaning, laundry, meal preparation and feeding.
- **Compliance:** Valid photo ID (Driver's License/Passport) and valid work authorisation (Social Security card/Green Card).
- **Education:** A high school diploma or GED or equivalent.
 - **Training & Certification:** Successful completion of a 75-hour training program (including at least 16 hours of supervised practical training) approved by the New York State Department of Health (NYSDOH) or New York State Education Department (NYSED).
- **Experience:** Minimum 6 months of experience in home health care, hospice, or long-term care settings (preferred)
- **Health Documentation:** Must complete a pre-employment physical examination, which typically includes tests for tuberculosis (PPD/chest X-ray), drug screening, and proof of immunity for rubella and rubeola.
- **Health Monitoring:** Ability to follow written care plans, plus capable of observing and reporting changes in a patient's physical or mental condition to the RNs or a supervisor.
- **Household Maintenance:** Ability to perform light housekeeping tasks (laundry, cleaning, cooking).
- **Medical Requirements:** Must provide a current physical exam (within 12 months), negative TB test (or chest X-ray), and proof of immunisations (MMR, Rubella).
- **Medical Tasks:** Ability to take vital signs (blood pressure, pulse, respiration, temperature) glucose checking and assist with medical equipment under RNs supervision.

Application packet includes:

- Job Description and Person Specifications
- Application form
- Monitoring form

How to Apply:

Interested applicants should submit the following:

1. Completed Application form
2. A detailed CV
3. A Copy of your Social Security Card
4. A cover letter outlining suitability for the role
5. Copies of academic and professional certificates
6. Contact information for three professional references inserted on the application form

Applications should be sent to: info@happyandgreatservice.com