



**Above and Beyond Care HealthSystem (Agency)  
Position Description for Certified Home Health Aide**

**Job Title:** Certified Home Health Aide

**Who can perform CHHA duties and what are their 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 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 yet received a certificate
  - The presence of the Aide's 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 the 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 client with health care needs in his/her home.

**Performance Criteria:**

- Consistently takes and records temperature, pulse, respiration when advised and reports all deviations from a normal reading
- Competently assists the client in bathing in bed, in tub and in shower

Date Implemented: \_\_\_\_\_

Date Revised: \_\_\_\_\_



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- 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 client follows medical recommendations such as increased physical activity and taking their own medication
- Remind his/her client to take his or her 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
- 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 client's Foley or Texas catheter
- Competently cares for an incontinent client
- Assists the client 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 client 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

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- 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 CHHAs
- 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.

\_\_\_\_\_  
Print Name

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Date

\_\_\_\_\_  
CHHA Signature

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Date Revised: \_\_\_\_\_