

# Winds of Agape, Inc.

## Home Care Agency

### Job Training Program



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[www.windsofagape.com](http://www.windsofagape.com)

## WE FOLLOW THE 7 PRINCIPLES OF CARE: **S.I.P.C.I.D.A.**

**SAFETY:** Give safe, considerate care in a clean safe environment.

**INFECTION CONTROL:** Use Universal/Standards Precautions.

**PRIVACY:** Respect the clients & their families' right to privacy & confidentiality.

**COMMUNICATION:** Communicate well with our clients, their families, staff & supervisors - with integrity & honesty.

**INDEPENDENCE:** Assist & encourage the clients to function at their maximum level of ability.

**DIGNITY:** Demonstrate personal dignity & treat our clients with dignity.

### **AGAPE:**

Accountable Accuracy

Give gentle, graceful care

Avoid angry exchanges. Be ready for reconciliation.

Promote peaceful, positive, professional atmosphere.

Educate yourself & expect the best from yourself & others.

### Employment & Training\* Pre-requisites:

- Resume
- Completed Application, dated & signed
- Two interviews, completed & signed
- Four References, completed & returned (2 personal & 2 professional)
- References returned (minimum of two)
- Experience checklist completed
- Job Description Review Completed
- Request for Criminal Background Check Completed (if check comes back with record showing, training & employment is unable to be offered).
- Pre-employment test(s) written & clinical
- Copy of Driver's License, Social Security Card, or Birth Certificate
- Copy of License or Certificates from other agencies
- Copy of CPR Certification
- FBI Fingerprint scheduled by WOA office
- Pre-employment Physical
- IMA Pre-employment drug test (**Negative Result Required**)
- Tetanus – Every 10 years
- PPD/TB – yearly
- Rubeolla Immunity Titer (not applicable if born prior to 1957)
- Rubella Immunity Titer
- Hepatitis B Vaccine (optional but recommended)
- Reliable Transportation
- Uniforms, Supplies & books or Arrangements
  - Lab coat
  - At least 2 Scrub Sets
  - Shoes
  - Socks/stockings
  - Watch with Second hand
  - Stethoscope & Blood Pressure Cuff Set
  - Lockable Carry bag
  - Homemaker/Home Health Aide Text
  - Homemaker/Home Health Aide workbook
  - A Caregiver's Guide to Giving Medicines
- New York State Certification Exam (written & verbal)

*\*FREE training offered to those whom qualify with signed contract to work a minimum 6 months and up to 1 year, with Winds of Agape Licensed Home Care Agency.*

# WINDS OF AGAPE HOME CARE AGENCY

Our professional Home Care Agency strives to provide excellent quality, continuous care, promoting Safety, Infection Control, Privacy, Communication, Independence, Dignity and Agape.



## JOB TRAINING PROGRAM

In 1997, Winds of Agape received certification from the New York Department of Health to establish a training Program for Certified Home Health Aides. Since then, hundreds of Home Health Aides have been certified, allowing individuals the opportunity to support themselves and become positive forces in the community.

### OUR JOB TRAINING PROGRAM OFFERS:

- Certified Home Health Aide Training Course
- Certified Home Health Aide Equivalency
- TBI Training Certificate/ Social Adult Day Program
- In-services
- CPR Training (4-5 hour course)
- First Aid Training (4-5 hour course)
- Family Caregiver Classes

### PROGRAM PRINCIPLE

Winds of Agape has operated as a Licensed Home Care Agency since 2002. Our Home Care Agency is licensed by New York State Department of Health and we strive to provide excellent quality, continuous care.

### TRAINING COURSE FEE

- CHHA Training Course** (3-week course) - \$999.00
- PCA Training Course** (2-week course) - \$699.00

### WE ARE ACCEPTING APPLICATIONS FOR:

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Professionals</b>  | <input type="checkbox"/> <b>Paraprofessionals</b>  |
| <ul style="list-style-type: none"><li><input type="checkbox"/> RNs</li><li><input type="checkbox"/> LPNs</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> CHHAs</li><li><input type="checkbox"/> TBI Assistants</li></ul> |

## CERTIFIED HOME HEALTH AIDE JOB DESCRIPTION

The Certified Home Health Aide is responsible to provide assistance with activities of daily living, personal care, taking vital signs, maintaining a clean safe environment, preparing & assisting with meals, runs errands, & shopping under supervision of an RN. They also **OBSERVE, RECORD & REPORT** any problems, what was performed, & any notable events that occurred both in written form & directly to the RN Supervisor.

### QUALIFICATIONS

#### Education & Experience

- Graduate of N.Y.S. Approved Home Health Aide Certification Program.
- Current certification with the State of N.Y.
- Minimum of one year's work experience as an aide, preferably in the home care setting.
- Provision of (2) non-related personal references & (2) satisfactory references from previous employers.

### SPECIFIC:

- Visual & hearing ability sufficient to comprehend written & verbal communications.
- Ability to perform tasks involving physical activity, which may include heavy lifting & extensive bending & standing.
- Ability to deal effectively with stress.
- Reliable Transportation to and from cases and office.

**POLICY:** Prior to admission to WOA training programs or employment, applicants will be screened to evaluate if they have met all the DOH requirements, as cited in Title 10 of the Statutory Authority Public Health Law 3521, as our Policy and Procedural Guidelines to cover Personnel (766.11).

**PURPOSE:** To ensure all applicants for training or employment at WOA have met all DOH requirements for personnel prior to any course or entering into employment at WOA.

### PROCEDURE:

1. An applicant calls or comes in for an application for training and/or employment at WOA.
2. The secretary gives him/her and application and brings in all supporting documents requested.
3. A Nursing Supervisor interviews the applicant to screen them for possible training or employment opportunity.
4. Applicants must complete a resume and other documents cited below:
  - a) High School Diploma or GED recommended but not mandatory. Completion of GED encouraged as a career building tool.
  - b) Unlicensed personnel application signed & dated.
  - c) Contract agreement & information sheet.
  - d) Complete 4 employee references, 2 personal & 2 professional (to be mailed by WOA Supervisor).
  - e) Physical exam & PPD within 1 year.
  - f) Immunization records (Rubella & Rubeola positive immunity record).
  - g) Tetanus within 10 years, and Hepatitis B Series (optional).
  - h) Criminal history & background checks (local & FBI).
  - i) Complete experience checklist.
  - j) Job description expectations reviewed, training requirements reviewed.
  - k) Receives a pre-training study packet which includes a medical abbreviations list & SIPCIDA notes.
  - l) Must provide a copy of a N.Y. driver's license, social security card, & copies of all educational & training credentials (i.e. certificated or licenses from other training programs or agencies.)
  - m) Copy of CPR or First Aid certification
  - n) FBI fingerprints will be completed & sent out at WOA office.
  - o) Documentation of in-services completed or skills checklist.
  - p) Drug & alcohol pre-training screening at IMA (Industrial Medical Association).
5. Nursing Supervisor will make an appointment for a second interview where applicant must furnish the complete set of documents as cited on the application checklist.
6. A third interview may be scheduled with the WOA Administrator.
7. A conference of the interviews will be scheduled to discuss whether or not to offer the applicant a training and/or future employment opportunity.
8. A conditional offer via letter, postcard or call to applicant will notify them of interview results. (YOU HAVE BEEN OFFERED AN OPPORTUNITY FOR TRAINING OR EMPLOYMENT AS OF \_\_\_\_\_).
9. After completion of above requirements, applicants will be eligible for training, equivalency exams, & future employment as per start date given by Nurse Supervisor.
10. All New Employees must pass a 90 day Probation Period.
11. Any new trainee or employee who is ill/ absent needs an official MD Letter for work clearance to return work or training. If the trainee or employee plans to terminate their position at WOA, a hand-written letter must be submitted with a 2-week notice & effective date resignation. An exit interview & survey must be completed and signed.

**FYI: WOA can not train or employ anyone with open charges, local or national, or anyone on probation**

FOR MORE INFORMATION ABOUT THE PROGRAMS & SERVICES PROVIDED BY WINDS OF AGAPE, INC.  
~ VISIT OUR WEBSITE ~

[WWW.WINDSOFAGAPE.COM](http://WWW.WINDSOFAGAPE.COM)