



# **Application Requirements**

## **How to Apply For HHA/PCA Training & For Employment**

**The following pages explain the requirements needed to apply to Xincon Home Health Care.  
(For Training or Employment)**

**Once you have all of the requirements,**

**You must call 212-560-9218 for the schedule of the open house.**

**Xincon Home Health Care Services Inc.**

224 W 35th Street, Suite 706, New York, NY 10001

Tel: 212-560-9218 | Fax: 212-560-9229

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

10.30.2017 HHA Requirement (English)

## **Requirements**

- ❑ **Pre-Employment Physical** (not older than 1 year prior to time that you apply)
  - Pre-Employment Physical report must obtain a doctor's signature, stamp, license number, and report date.
  
- ❑ **2 step PPD (tuberculosis):** must do PPD two times 1-3 weeks apart. If you had a negative PPD within 1 year of the time that you apply, then a second PPD is needed within 9 months prior to start of your employment.
  - If your PPD is positive we need an implanted date and a read date when you first became positive and a proof of a Negative Chest X-Ray. (If the negative Chest X-Ray report is over 5 years from the time you apply, you will need to do the Chest X-Ray again.)
  - Please notice that we cannot accept a Chest X-Ray in replacement of a TB skin test; also having a history of BCG vaccine does not exclude you from getting TB testing and or providing proof of a TB test result.
  - Your first positive PPD date is needed with no exceptions. You do, however, have other options if this does occur. There is a blood examination called **QuantiFERON tb Gold Test**. You will have your PPD results by only doing the test once. (Not older than 1 year prior to time that you apply).
  
- ❑ **Drug test (Chan of Custody, Panel of 8) & report**  
(within 1 year of the time that you apply)
  - Results of all tested drugs must be negative.
  
- ❑ **Rubella and Rubeola report** (Must be immune, if not, proof of MMR vaccination is needed. Non-immune of Rubella requires one shot of MMR and non-immune of Rubeola requires 2 shots, second MMR vaccination should be taken one month apart from the first shot. If vaccination is contraindicated then a letter from your doctor indicating that it is contraindicated must be provided.)

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10.30.2017 HHA Requirement (English)

- Rubella report is required **ONLY IF** born on or after 1/1/1957.

**Proof of influenza vaccine** (required during flu season)

- New aides need to get the flu vaccine and if you cannot get it for any medical reasons, please provide a note from the doctor to be exempt.

**Valid identification & Social Security Card/U.S passport & Social Security Card/Permanent Resident Card & Social Security Card.**

- \*EBT/BENEFIT CARD IS NOT A VALID FORM OF ID

**2 recent professional reference letters** (must be from a previous employer, previous patient, HHA/PCA class instructor, church, landlord, or co-worker)

Note: Reference can't be written from your family member or your friend.

**Proof Of Address**

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- Bills: Gas, Light, Water, Cable, Phone
- Bank Statement
- State ID
- The envelope where your social security card, resident card, immigration letter was received.
- Mail from your insurance, doctor, landlord etc.

Applicants who are **certified also need:**

**NYS HHA or PCA original certificate**

**Frequently Asked Questions in regards to training class**

**When can I apply?**

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10.30.2017 HHA Requirement (English)

The best time for you to apply is between 10am-4pm, Monday to Friday. You can also call us first for more information: 212-560-9218.

**What type of jobs does your agency have?**

Please keep in mind that this type of job is not an office job and the hours vary. Sometimes we do have stable cases 9-5, 8-3 etc but the majority of the time we have live-in, night shift, weekend etc. Your work hours may not always be stable or on a set schedule. We urge our applicants to be flexible.

**What happens when I bring in all my documents?**

Once your appointment is scheduled /at the open house you will fill out an application. When you fill out the application you will be given an interview.

**How will I know if I'm accepted?**

You will be alerted by phone if you are accepted or in person at the open house.

**Is everyone accepted?**

Please be aware: we do not have an open door policy; thus just because your documents have been submitted does not guarantee your place in the class or employment with our agency. The interview and your availability will determine your acceptance into our agency.

**Can I still set up an appointment to apply even if I have not picked up my physical from the doctors?**

No, please make sure you have all your documents completed & at hand when you call our offices for an appointment.

**\*If you have questions in regards to our free HHA training class, please ask our customer support representative for the Q & A handout.**

**You can obtain a physical form from the front desk and give it to the doctor to fill out.**

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