

Job Experience Form

Requirements and Instructions

To complete the form

1. Do not leave any area blank on the form.
2. Fill out the top portion with your information.
3. Make sure to include the full name, full address and phone number of the employer. CTA will be contacting them to verify employment.
4. List the job title and describe the job duties and responsibilities in detail. Attach another sheet of paper if more room is needed. The experience must meet the qualifications listed below.
5. List the average number of hours per week worked for each employer.
6. List the Month, Day and Year job was started. If you do not know the day, include at least the Month and Year.
7. List the Month, Day and Year job ended with the employer. If currently working for an employer state "current".
8. You must total the hours for each employer listing the total number of hours worked for each particular employer.
9. Fill in the bottom by adding up the total hours worked from all jobs, reading the statement and signing the form.

Reference Letters

A copy of letters from all employers listed on the form should be attached to provide proof to support the minimum one year experience and list the duties performed. CTA may call employers to verify the information.

For company employers the letter should include at least the following:

- Be on company letterhead and signed by a company representative
- Include dates of employment and indicate if it was part time or full time employment

Copies of reference letters from primary caregivers the applicant has worked for, private care employers, family member of client, doctors or therapists should show the type of experience performed and how long you performed services.

A copy of the Job Experience Form and all reference letters need to be kept in the CCFFH's personnel file.

Qualifications

To open a Community Care Foster Family Home the Primary Caregiver is required to have at least one year of in-home experience. The experience must have been performed as a NA, CNA, LPN or RN in the United States.

Exceptions

Due to the limited sites to acquire in home experience on Maui, Kauai, Molokai and Lanai, facility experience will be accepted in lieu of in home experience.

To begin working in a three person certified home, a Substitute Caregiver is required to have at least one year of either in-home or facility based experience, in the United States, and be at least 21 years old.

The Department has defined one year of experience as:

- Having at least 1,920 hours in no less than 12 months
- Qualifying work experience is credited based on no more than a 40-hour work week
- Sleep hours do not qualify as time worked
- Hours spent observing someone else providing care does not qualify as time worked

Registered Nurse educational experience in the United States can be substituted for the required work experience if the person has been licensed as a Registered Nurse in the State of Hawaii.

Note: Possession of the required amount of experience will not, in itself, be accepted as proof of qualification. Overall paid or unpaid experience must have been in the capacity and responsibility to decisively demonstrate caregivers have the ability to perform direct personal care duties as a caregiver. A detailed description of the duties and responsibilities for each employer must be provided on the form.

The following are acceptable settings for in-home experience:

- Providing personal care as a CTA-approved substitute caregiver in a certified Community Care Foster Family Home. No person can provide care in a CCFFH unless CTA approved and trained by a licensed Case Management Agency
- Providing personal care as a caregiver in an Adult Residential Care Home (ARCH), Expanded Adult Residential Care Home (EARCH), Developmental Disabilities Domiciliary Home (DDDH), Developmental Disabled Adult Foster Home, or an Assisted Living Facility or Intermediate Care Facilities for Individuals with Intellectual Disabilities
- Providing personal care while hired privately by an individual, family member or power of attorney to provide care in the client's own home
- Providing personal care as an aide in an in-home care agency such as Home Hospice, Home Health, or other in-home senior care personal services
- Providing direct personal care for family members either in your home or in their own home

The following are acceptable settings for facility experience for SCGs wanting to work in a three-person certified CCFFH or for new home applicants on Maui, Kauai, Molokai and Lanai:

- Providing direct personal care to patients in a medical facility such as an Adult Day Health Center, Adult Day Care Center, Nursing Home, Rehabilitation Center, Hospital, Skilled Nursing Facilities, Dialysis centers, In-patient surgery centers, In-patient mental health facilities
- Providing direct personal care to disabled children in schools

The following are acceptable types of experience:

- Everyone must have experience in providing direct personal care services (such as but not limited to: toileting, personal hygiene such as shaving and hair styling, bathing, dressing, oral hygiene, assist with transferring, assistance with eating, companionship, incontinence care, etc...)

In addition to providing direct personal care services, experience can include:

- Experience in the caring of disabled children or adults, and the elderly
- Experience required the ability to deal effectively with a multi-disciplinary team of doctors, therapists, nurses and other medical professionals
- Experience in dealing with conflict resolution regarding client care and services
- Experience in documenting client care and services
- Experience in administering medications
- Experience in supervising others who provided care to clients
- Experience in providing homemaking services (laundry, shopping, meal preparation, light housekeeping directly related to clients – general overall house cleaning does not qualify as experience)
- Experience working with specific diagnosis of the elderly and disabled such as Alzheimer's, Multiple Sclerosis, Traumatic Brain Injury, Stroke, Dementia and Diabetes

Experience will not be accepted from:

Health Clinics, Free Standing X-Ray Facilities, Outpatient Physical Therapy/Speech Pathology, Outpatient Surgery Centers, Counseling centers, Substance Abuse treatment facilities or Outpatient Mental Health facilities.