

JOB DESCRIPTION

POSITION TITLE: Caregiver

POSITION SUMMARY: The caregiver performs duties to meet the personal care needs and activities of daily living of residents in compliance with facility policies and procedures

REPORTS TO: Administrator/Manager

RESPONSIBILITIES:

1. Performs all assigned duties in accordance with established policies and procedures.
2. Follows instructions issued by the Administrator/Manager and follows established routine. Completes all duties assigned before end of shift.
3. Observes residents and notes physical condition, attitude, reactions, appetite, etc. Reports any changes in condition.
4. Assists residents with activities of daily living.
 - a. Bathes residents as assigned.
 - b. Dresses residents as assigned.
 - c. Grooms residents as assigned.
 - d. Shaves male residents when needed.
 - e. Keeps incontinent residents clean and dry at all times. Changes bed linens and clothing as needed.
 - f. Assists residents to and from restroom, if assigned
 - g. Encourages residents to perform ADL's which they are capable of
 - h. Assists resident to meals and supervises residents in dining rooms. Assists with trays and helps feed residents if appropriate.
 - i. Reminds residents to take medications if appropriate.
5. Makes beds, sets room in order, keeps drawers and closets neat if appropriate. Vacuums, mops, bathrooms, dusts, and general housekeeping. Checks expiration dates on foods.

6. Prepares residents for rests, physician visits, therapy, activities, church, etc. Transports residents and assists with the above activities as needed. (When applicable)
7. Performs personal services for residents within reason such as reading to them, writing letters for them, operating TV and radio, and assisting them with recreational and therapy projects in their rooms, etc.
8. Uses gait belt when transferring and walking residents if needed. Uses proper body mechanics at all times.
9. Assists relatives, visitors and guests.
10. Applies standard precautions to prevent spread of disease and infections such as washing hands.
11. Charts required information. Takes and records vital signs if necessary and applicable.
12. Answers call lights promptly.
13. Creates and maintains an atmosphere of warmth, calm environment, personal interest and positive emphasis. Maintains a cooperative attitude with peers and other departments.
14. Maintains confidentiality of all residents information. Observes residents' rights.
15. Reports all accidents/incidents to the manager as soon as possible.
16. Assures that all work areas are clean and that equipment and supplies are properly stored. Sanitizes equipment as needed.
17. Uses work orders to report any need for maintenance and repair of rooms, furniture or equipment.
18. Gives on-the-job training to new agency personnel as directed by the Manager.
19. Responsible for notifying the manager immediately in case of resident abuse or suspected resident abuse.
20. Performs other and related duties as assigned.

EDUCATION AND QUALIFICATIONS:

Must meet the scheduled and unscheduled needs of residents for supervisory care services, personal care services, and directed care services, that are within the scope of services of the assisted living facility.

Must have a demonstrated ability to effectively communicate verbally, with the ability to read, write and understand English. Must be able to spend approximately 95% of work time walking, standing, pushing, pulling, bending, reaching or lifting. Must be able to lift in excess of 50 pounds and use good body mechanics.

The caregiver must have documentation of completion of a caregiver training program approved by the Department or certified by the Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers.

Must be at least 18 years of age, with a high school degree or equivalent GED preferred. Also prefer experience in providing assistance with activities of daily living.