



## Job Description Caregiver

**Job Classification:** Non-Exempt

**Supervisor:** Caregiver Manager

### Job Summary:

Responsible for in-home support services which includes companionship, personal care and homemaking activities. Provides for the comfort, safety and care of clients that enables them to achieve optimal function with Activities of Daily Living (ADL).

### Qualifications:

- At least 21 years old.
- High school graduate or completion of G.E.D.
- Valid Driver license and reliable transportation
- Ability to understand a written task sheet/service plan, execute instructions, and document services delivered.
- Ability to communicate with client/families and emergency service personnel.

### Requirements:

- Genuinely concerned about helping people.
- Possess high standards of honesty and integrity.
- Possess the maturity level needed to be able to handle satisfactorily unusual situations that can arise when attending to our elderly clients and their families.
- Permission to submit to random drug and alcohol testing.
- Must be bondable by meeting or exceeding minimum qualifications for each of the following background checks: Criminal History and Motor Vehicle Driving Record.
- Successfully completes Comfort Keepers training and orientation program.
- Successfully completes Personal skills demonstration
- Pass Comfort Keepers' written Personal Care test.

## **Essential Functions:**

- Performs duties as outlined in the client's Plan of Care.
- Helps maintain a clean, safe, and healthy environment for clients and family members by providing light housekeeping tasks including dusting, cleaning floors and rugs, cleaning the kitchen, cleaning ovens, cleaning bathrooms, removing trash from the home, washing insides of windows and sills within reach from the floor, laundering of client's garments and linens, and changing linens and remaking beds.
- Provides companionship for the client including, but not limited to: talking and listening, reading aloud, writing and mailing letters, assisting with telephone calls, reminding about appointments, accompany clients to appointments and providing social and emotional support. Promotes the client's mental alertness through involvement in activities of interest. Provides emotional support and promotes a sense of well-being.
- Assists the client in activities of daily living by providing any of the Comfort Keepers approved personal care activities including, but not limited to: bathing (bed, tub, shower), toileting, incontinent care, dressing, grooming, oral hygiene, hair care, shaving, peri care, skin care, and hand and foot care
- Purchase errands, including groceries, household items, prescriptions, and personal care needs.
- May prepare and serve meals as directed. Ensures that dishes are washed and kitchen clean after each meal.
- Reminds client to take self-administered medications.
- Assists the client with ambulation/transfers as specified in the Plan of Care.
- Assists the client with turning, positioning and active and passive range of motion exercises as specified in the Plan of Care.
- Assist in use and cleaning of bedpan, bedside commode, toileting activity
- Identify and report safety hazards to supervisor.
- Eliminate safety hazards with client and supervisor's approval.
- Observes and reports any changes in the client's mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner.
- Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers.
- Participates in in-service and continuing education programs, staff meetings, and client conferences as requested by immediate supervisor.
- Uses Internet Applications to access schedules, to confirm schedules and to obtain any other information needed to successfully perform job.
- Completes required documentation of services delivered and submits to office in a timely manner according to policy.
- Maintains confidentiality regarding client information.
- This job description is not intended to be all-inclusive. The employee will be expected to perform other reasonable related duties as assigned.

**Working Environment:**

Client home setting and automobile. Contact with blood or other body fluids may pose a risk for exposure to blood borne pathogens and infectious diseases.

**Position Physical Demands:**

The work requires light to moderate physical exertion on a regular and recurring basis, such as driving, assisting client in activities, assisting client in transfer activities and ambulation and light housekeeping. Regularly required to stand, sit, walk, talk, and hear, reach, kneel, and crouch. Lifting only up to 25 pounds is permitted and may be required.

I acknowledge receipt and understanding of this job description, I realize that this reflects a general list of responsibilities of the position, as well as a general description of the working environment and physical demands of the position I have accepted. I also acknowledge that I have received my own copy of this job description.

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Signature

\_\_\_\_\_  
Date