



## **Job Description: Caregiver**

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### **RESPONSIBILITIES:**

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Follow the written client service plan, which may include the following services:

**Companion Services** - *Limited assistance, no hands-on care.*

- Provide companionship, safety, and supervision for the client.

**Homemaker Services** - *Assist with daily activities (no hands-on care). Includes Companion Care.*

Tasks may include:

- Transportation: Accompany client to appointments, local trips
- General housekeeping and cleaning of client's home, including vacuuming, dusting, cleaning bathrooms, dishes, sweeping and mopping floors, making beds, dusting, emptying trash, pet maintenance and all other tasks indicated on the service plan.
- Laundry, including washing, drying, folding, putting away, and ironing of clothes.
- Menu planning, grocery shopping, meal preparation, including meal planning, cooking, and proper storage of food, as well as cleaning up after the meal service. This may include eating assistance.
- Light gardening
- Medication reminders
- Companionship, including activities, discussions, encouragement, reassurance, and redirection as needed.

**Personal Care Services** - *Non-medical, hands-on assistance with activities of daily living.*

Tasks may include:

- Assisting clients with activities of daily living (ADLs), such as bathing, toileting, dressing and personal hygiene.
- Ambulation and transfer assistance.
- Medication reminders and medication assistance, pending evaluation: To assist client with maintaining medication schedule and support to access medication as needed.
- Assist with skin care including the application of over-the-counter non-medicated ointments or lotions. "Body care" excludes nail clipping.
- Safety checks around the house (security, dangerous situations, etc.)
- Redirecting clients with memory issues; providing safety guidance protection to the client who cannot be left alone due to impaired judgment.

**Bathing Visit (2 hours):** To assist with bathing, including (a) guide or supervise client bathing, (b) assist the client with difficult tasks such as getting in or out of the tub or washing the back, and (c) completely bathing the client if unable to wash self.

## **Complex Care Services (RN Oversight)**

### Tasks may include:

- Administer medication with nurse supervision and track medication on a Medication Administration Record
- Catheter care
- Delegated tasks with specific training, return demonstration and nurse supervision
- Medication assistance, pending evaluation
- Monitor and record client condition with note of any change or concerns to SHC
- Monitor and report vital signs, CBG's, input/output, oxygen use or other as designated by RN
- Non-weight bearing transfers

### **Additional duties:**

- Maintain excellent and objective ongoing communication with the SHC office staff; respond to phone calls and/or emails in a timely manner.
- Document thoroughly care provided on the Client Service Record, including initials and signatures.
- Clock in consistently and on time through the telephony system, using clients' phone.
- Time off requests filled out using office form, at least two weeks prior to request.
- Submit contact information, and mailing address, as changes occur, using office forms.
- Provide updated and accurate information, documents, licenses, etc. to maintain personnel folder and requirements for field placement.
- Work the scheduled shifts assigned in a timely and consistent manner.
- Notify the agency when availability changes, two weeks in advance.
- Maintains a professional relationship with the client and family
- Maintain confidentiality at all times
- Assure all services and operations are in compliance with the Oregon Revised Statutes and Oregon Administrative Rules governing home care agencies. Implement all tasks as instructed to support compliance with OARs.

### **Qualifications:**

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- Verifiable experience *and/or* training in providing care for senior or disabled persons.
- Demonstrated competency in the skills required to meet the needs of our clients.
- Ability to lift 50 lbs. (required for most clients)
- Ability to read and communicate effectively in English.
- A current personal phone or cell phone where we can contact you.
- A current street address of record.
- An accurate employment application and two positive work-related references.
- A driver's license in good standing, decent driving record (less than 3 moving violations in the last 3 years and no serious violations), basic auto insurance, and a reliable car.
- An acceptable criminal background check in every state which you have lived or been employed in.
- A clean drug test upon job offer.
- A signed statement declaring you are physically able to perform the duties required in the job description.
- Proof of your eligibility for employment in the United States.
- Meet all other company employment criteria