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| Job Title: **Caregiver** | Job Category: **In Home** |
| Date Created: 20 Nov 2013 | Responsible To: **Client Care Manager** |
| **Type of Policy & Procedure: Job Description** |
| **POSITION SUMMARY:** |
| The caregiver provides non-skilled personal care services in a client’s residence under the supervision of the client care manager. Service include assistance in activities of daily living, hygiene and grooming |
| **ROLES AND RESPONSBILITIES:** |
| * Completion of records with appropriate reporting to client care manager
* Written documentation on clinical notes of client
* Assist meal planning, preparation, and clean up. Assistance with feeding and/or special needs as required
* Assist with shampooing, brushing, and other care of hair
* Assist bathing clients and providing oral hygiene
* Transfer assistance
* Nail care (filing)
* Shopping for essential and necessary medications, groceries, and/or household items once per week
* Toileting assistance
* Medication assistance upon request of family and/or agency manager with normally self-administered medications

Verbal Reminders/Opening and closing medication containers/Returning medication containers to proper storage area/Application of non-prescribed creams and/or lotions* Supervision by the client care manager a minimum of every 60 days
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| ***NOTE: You may NOT administer any prescribed medication or ointment. You may NOT be assigned to receive orders from a physician.******.*** |
| **QUALIFICATIONS AND EDUCATION REQUIREMENTS** |
| * Must be at least 18 years of age with the ability to read and write the English language
* The ability to follow oral and written instructions and work independently
* Current/valid driver’s license and auto insurance
* Maintenance of 8 hours in-service education per year and attendance at mandatory staff meetings
* Criminal background history
* Understanding and acceptance of agency’s philosophy and expectations
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Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_