

Welcome Home Quality Care, LLC

CAREGIVER JOB DESCRIPTION

SUMMARY

Provides direct care to residents following the individual service plan, treating each resident with respect and dignity, recognizing individual needs and encouraging independence. Fosters a homelike atmosphere throughout the residence.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assists residents with activities of daily living, including bathing, dressing, grooming, toileting, transferring, and getting to and from activities and meals according to the individual service plan. Allows and encourages residents to do as much of their own care as possible.
2. Prepares and serves meals to residents in the dining room. Encourages residents to eat a proper diet and take adequate fluids while respecting the resident's right to free choice. Records and reports changes in residents' eating habits to the manager.
3. Initiates and participates in leisure activities provided for resident~ as described in the activity calendar. Encourages residents to socialize and participate in planning activities or programs and to develop friendships with other residents.
4. Maintains residents' records daily, in a timely manner, and in accordance with company policy and procedures. This includes documentation related to: medication distribution; leisure activities, incidents, observations, charting any changes in resident's physical condition and/or behavior; visitors, etc. Observes and documents the health and emotional condition of each resident, promptly reporting all changes to the manager.
5. Assists residents with medication as defined in medication procedure. Supervises residents who self-administer medication. Administers medications, following physician orders, to residents who cannot self-administer their medications. Exhibits understanding of and follows medication policies and procedures.
6. Maintains a clean, safe, and orderly environment for the residents. Performs general housekeeping following cleaning schedules for bedrooms, dining area, living space, bathrooms, kitchen, etc...
7. Changes bed linens, washes and irons resident's laundry, and cleans resident's living space.
8. Responds promptly and positively to resident requests for assistance, including telephone calls and requests from family and friends.
9. Follows proper procedures in emergency situations, and obtains additional assistance if necessary.

COMPANY WIDE RESPONSIBILITIES:

Supports a dignified and caring atmosphere with residents, residents' families, visitors and staff.

Protects privacy and confidentiality of information pertaining to the resident, employee, residence, and company information and records.

Maintains a safe and secure working environment and practices safe working habits.

Complies with attendance policy.

Maintains neat appearance, good personal hygiene, and appropriate attire.

Participates in training, in-services, and attends meetings as required.

Assists with projects as assigned and performs other related duties.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be at least 18 years of age.

Must be able to pass a Background Check.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED);

Knowledge of dementia, particularly of the Alzheimer's type, is helpful.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to residents, residents' families and other employees of the company.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Ability to perform these operations using units of American weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or

diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Uses good judgment in emergency situations, and gets help when needed.

CERTIFICATES, LICENSES, REGISTRATIONS

Participates in in-service training sessions.

WORK ENVIRONMENT

Be able to lift, push, and pull at least 50 pounds

Primarily works in Adult Family Home Residence. May accompany residents on outing.