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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 | |
| ***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 | |

Employee Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_