

OLIVENHAIN GUEST HOME

JOB DESCRIPTION – CAREGIVER

The Caregiver is responsible for the direct care of the residents, including maintaining a physically safe environment, personal services, and social care sufficient to meet the needs of residents.

Reports to: Med Tech, Resident Services Director, Administrator

Essential Duties:

- Accomplishes job duties in a timely, safe, and professional manner. All procedures require the complete knowledge and use of universal precautions.
- Cooperatively responds in performing resident care tasks and works effectively with other employees
- Provides direct patient care to residents in activities of daily living, including toileting, dressing, personal hygiene, bathing and feeding
- Reports any noticeable changes in residents physical condition, attitude, reaction, appetite, etc. to supervisor on same day of observation; Completes all required documentation at the end of each shift
- Lifting, positioning, transferring, assisting with ambulation, etc.
- Maintains a clean and safe environment for self, residents, and others
- Performs housekeeping and laundry tasks as assigned, including set up and cleanup of the dining rooms before/after meals; serves and assist residents during mealtimes
- Communicates professionally with residents, visitors, staff, and outside agencies such as hospice or home health
- Engages residents in physical, cognitive, and spiritual activities; Supports activities department as needed
- Attends classes, in-service training sessions, and completes online training as required
- Participates in fire drills and other safety and risk management activities
- Assists in emergency measures and emergency plans; assists in the evacuation of residents during emergency situations
- Demonstrates a cooperative manner in meeting the special event needs of the facility
- May perform other duties as assigned by management

Physical Requirements:

- Must be able to physically provide assistance with resident care
- Lift up to 60 lbs., push/pull up to 60 lbs.,
- Constantly stand and walk. Frequent bending, crouching, lifting, pushing, pulling
- Must be physically able to handle, grasp and reach frequently throughout the workday.

Qualifications:

- FBI/DOJ Criminal Background Clearance
- Negative TB test within 6 months of hire date/Health Screen that demonstrates the ability to meet physical requirements
- High School diploma or equivalent
- First Aid/CPR Certification

Abilities:

- Must be able to read, write, speak, and understand English, and interpret basic instructions as well as respond to them, both verbally and in writing.
- Must be able to elicit information from residents and communicate effectively, verbal and nonverbal.
- Must be able to plan and implement one's work schedule consistently.
- Must be able to communicate effectively with coworkers, and maintain a professional and favorable image when communicating with families, physicians and other agency employees.
- Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the needs of residents
- Must be able to demonstrate a compassionate interest in meeting resident's needs while providing physical and behavioral care to residents with dementia
- Must be able to cope with the mental and emotional stress of the position
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents

I understand that this job description is not all-inclusive and is subject to change due to business necessity. I also understand that this job description does not constitute a contract of employment or nor alter my status as an at-will employee.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek, including weekends and holidays.

Employee Signature

Date

Employer Signature

Date