

# caregiver

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## Job Description

**Description:** This person provides home care services to a client in the client's personal residence. Caregivers provide non-medical services and assist with activities of daily living. Services can include, but are not limited to, housekeeping, shopping, cooking and meal preparation, laundry, personal care and companionship.

**Qualifications:** Previous caregiving experience is preferred but not required. CPR certification is required for all caregivers within 30 days of employment. Candidates must be dependable, friendly and able to adapt to different situations. Candidates should have excellent attention to detail and be able to work independently. Must be friendly, dependable, caring and get along well with others. Background check required for all employees. Must be able to be bonded and Insured.

**Reports to:** Staffing Manager

### Primary Responsibilities:

1. Provide assistance that is not medical in nature, but is based upon assisting the client in meeting the demands of living independently and maintaining a personal residence, such as companionship, cleaning, laundry, shopping, meal preparation, dressing and bathing assistance.
2. Services will be provided in accordance with the policies and procedures of Assisting Hands and the service arrangements determined in the contract.
3. Report changes and observations of client functioning to the Referral Coordinator
4. Complete all appropriate record documentation.

### A successful Caregiver will ensure:

1. The client is well groomed and personal care is provided appropriately
2. There are no safety concerns
3. Proper lifting is used to ensure caregiver and client safety
4. Caregiver is communicating with family, client and Assisting Hands Staff frequently and appropriately
5. Level of services being provided is excellent according to client, family and Assisting Hands Staff
6. Policies and procedures are being followed by the caregiver
7. Schedule is adhered to and caregiver is on time.
8. Caregiver appearance is appropriate

**Hours:** Varied. Part Time, Full Time, Days, Nights, Weekends and Holidays

Position is hourly rate.

### Home Service Workers tasks and limitations

	<b>Services that can be provided</b>	<b>Services that cannot be provided</b>
<b>Skin Care</b>	General skin care assistance. Skin is unbroken and chronic skin problems are not active. Care must be preventative.	Therapeutic care. Application of medicated lotions or solutions or lotions or solutions that require a physician's prescription. Wound care, dressing changes, application of prescription medications, skilled observation and reporting.
<b>Ambulation</b>	May assist with ambulation.	Clients in the process of being trained to use adaptive equipment (walkers, canes or wheelchairs).
<b>Bathing Assistance</b>	May assist with bathing. If the client is unable to be bathed in a tub or shower than, the client or client representative must be able to participate or direct the bathing process and provide ongoing feedback to the caregiver.	Client has skilled skin care needs or skilled dressings that need attention before, during or after bathing.
<b>Dressing</b>	Assistance with ordinary clothing and application of support stockings of the type that can be purchased without a prescription.	Cannot assist with application of an Ace bandage or sequential compression device that can only be purchased with a prescription.
<b>Exercise</b>	May assist with passive exercise. Limited to the encouragement of normal bodily movement and to encouragement with a prescribed exercise program.	Passive range of motion exercises.
<b>Feeding</b>	May provide assistance with feeding when the client can independently swallow and be positioned upright.	Syringe, tube feedings and intravenous nutrition. The client is at high risk for choking as a result of the feeding.
<b>Hair Care</b>	Shampooing with non-medicated shampoo or shampoo that does not require a physician's prescription, drying, combing and styling hair.	Shampooing with a medicated shampoo or shampoo that requires a prescription.
<b>Mouth Care</b>	Denture care and basic oral	Mouth care for clients who are

	hygiene, including oral suctioning for mouth care.	unconscious.
<b>Nail Care</b>	Soaking nails, pushing back cuticles without utensils and filing of nails.	Nail trimming. Clients with a medical condition that might involve peripheral circulatory problems or loss of sensation.
<b>Positioning</b>	Client is able to identify to the staff either verbally, non-verbally or through others, when the position needs to be changed. Skilled skin care is not required in conjunction with the positioning. Simple alignment in bed, wheelchair or other furniture.	Skilled skin care is required with positioning. Client is unable to identify when positions needs to be changed.
<b>Shaving</b>	Can assist with shaving if using an electric or safety razor.	If not using an electric or safety razor.
<b>Toileting</b>	Assist to and from the bathroom; provide assistance with bed pans; urinals, and commodes; provide pericare; or change clothing and pads of any kind used for incontinence. May empty or change external urine collection devices, such as catheter bags or subrapubic catheter bags. May empty ostomy bags and provide assistance with other client-directed ostomy care.	Insertion and removal of catheters and care of external catheters.  If there is a need for skilled skin care or for observation or reporting to a nurse. Digital stimulation, insert suppositories or give an enema.
<b>Transfers</b>	Assist with transfers when the client has sufficient balance and strength to reliably stand and pivot and assist with the transfer to some extent. Adaptive equipment may be used if the client is fully trained in the use of the equipment and can direct the transfer step by step. Gait belts may be used by the worker as long as the worker has been properly trained in their use. Can assist clients with the use of mechanical or electrical transfer	When the client is unable to assist with the transfer.

	<p>devices only when the worker has been trained in the use of the device, the client is able to direct the transfer and the agency has conducted a competency evaluation of the worker.</p>	
<p><b>Medication Reminders</b></p> <p><b>**Worker must immediately report to supervisor, the client or the client's advocate or designee of any irregularities noted in the pre-selected medications. Such as medications taken too often or not enough, or not at the correct times as identified by the written instructions.</b></p>	<p>Medications have been pre-selected by the client, a family member, a nurse, or a pharmacist and are stored in containers other than the prescription bottles. Medication minder containers shall be clearly marked as to day and time of dosage. Can inquire if medications have been taken; verbal prompting to take medications; handing the appropriately marked medication minder container to the client; opening the appropriately marked medication minder container for the client if the client is unable to open the container.</p>	<p>Fill medication minder containers and hand medication to client. Perform or provide medication setup.</p>
<p><b>Respiratory care</b></p>	<p>Unable to provide respiratory care. Can remove and replace a cannula or mask from the client's face for the purpose of shaving or washing face and may provide oral suctioning.</p>	<p>Provide respiratory care. Respiratory care is skilled and includes postural drainage, cupping, adjusting, oxygen flow within established parameters, nasal, endotracheal and tracheal suctioning and turning off or changing tanks.</p>