

Job Title: **Caregivers (CNA's, HHA and Caregivers)**  
Reports To: **Care Coordinator's**

**Summary of Duties and Responsibilities**

Caregivers provide companionship, care, and support for seniors and disabled individuals, and assist with Activity of Daily Living (ADL) activities. Our goal is that clients will highly value and anticipate each caregiver visit.

**Primary Duties and Responsibilities**

1. Provide caring emotional support, companionship and conversation. Encourage & participate reading, games, and other activities to stimulate the mind & spirit.
2. Perform light housekeeping consistent with client care plan, insuring cleanliness and organization.
3. Provide transportation to scheduled appointments, shopping, errands, church, etc. per the care plan.
4. Provide nutritious meal planning and preparation of meals, which typically includes grocery shopping, cooking and kitchen clean up.
5. Assist and chart the client ADL's (i.e., hygiene, continence, dressing, eating, toileting, and transferring), and supervise client's ability to independently perform ADL's. Understand and adhere to safety, accident, and treatment protocols as appropriate. Encourage a mild exercise program and assist where needed.
6. Provide timely medication reminders, observe and/or assist, and chart the taking of medication.
7. Assist with home management tasks as authorized by client or client's advocate.
8. Observe, report, and document the client's status. Report all concerns to Care Coordinators or RN Clinical Coordinators.

**Education and Prior Work Experience**

- Must have a High School Diploma or GED.
- Must be able to effectively read, write & speak in English.
- Must have experience caring for the elderly.

**Physical Requirements & Work Environment**

- Physical agility and ability to tolerate repetitive motions including, but not limited to; walking, bending, stooping, climbing stairs, kneeling, crouching, balancing, reaching, standing, sitting, and twisting. Ability to move around 35 lbs. as necessary.

**Special Requirements**

- Neat appearance. Wear the required uniform top and pants (i.e., no jeans, shorts or open toe shoes). Must be able to follow the SHC Professional Appearance Policy.
- Must practice good hygiene.
- Must have a reliable means of self-transportation and valid driver's license. (Personal vehicle is required, must be insured and well-maintained).
- Effectively able to communicate with client, family members, and co-workers.
- Must have work experience that indicates a reputation of honesty, integrity, and reliability.
- Must pass all required background checks and initial and random drug use screening.
- Requires emotional & mental maturity to establish and maintain good working relationship with the client, client advocates, and coworkers.
- Be able to exercise good judgement on personal health issues (Flu, colds, etc.) that may be detrimental to the client or employee.
- Must present a strong customer service attitude.
- Must be able to accept supervision and corrections.
- Must be available to work every other weekend.

I acknowledge that a copy of the above job description has been provided to me.

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

Date: \_\_\_/\_\_\_/\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_