

CAREGIVER JOB DESCRIPTION

Rachel Sovereign is a home for elderly women employing people who are compassionate and caring individuals. The Caregiver should be a person who is interested in making a difference in the lives of our residents and their families. The Caregiver will be responsible for offering quality of life services as well as assisting with developing and administering activities for our residents.

Qualifications: A Caregiver provides assistance with activities of daily living. Previous experience with the elderly is preferred but not required. A high school diploma or GED is required. A caregiver needs to be highly organized and able to multitask and must be able to help with a range of duties in caring for the elderly. This includes ensuring tasks are completed with adherence to Home policies and The Employee Code of Conduct. The quality of our Caregivers is vital to the success of Rachel Sovereign.

Caregiver duties and responsibilities:

Caregivers help residents with everyday activities, from bathing, dressing, personal hygiene and minor room cleaning. Caregivers must have good attendance. Caregivers also need to have empathy and the ability to care for the resident's social, emotional, physical and mental needs. In addition, must have interpersonal skills including exceptional patience and listening skills.

Other essential duties and responsibilities include:

- ! Assists in performing basic tasks such as eating, dressing, undressing, bathing and assistance in walking or getting out of bed, toileting and personal hygiene when necessary.

- ! Greets and directs visitors and gives tours if the manager is not available, and answers the telephones.

- ! Responds immediately to calls from residents for assistance or treatment and alerts medical staff to pending emergency situations.

- ! Encourages all residents to get exercise and participate in scheduled activities.

- ! Engages in housekeeping tasks such as replacing linens or beds, light cleaning of resident rooms and washing and folding of resident clothes, responds to resident requests for assistance runs while in the home and tends to resident and ensures that clean water glasses are in the residents' rooms daily, and provides fresh water in a carafe daily.

- ! Works with dining room personnel to ensure that all residents get the correct meals and that all residents are able to eat. Record food and fluid intake and output as directed.

- ! Takes and records temperature, blood pressure, pulse and respiration rates when necessary and records them in residents' records.

- ! Performs Cardio Pulmonary Resuscitation (CPR) only when a resident does not have a "Do Not Resuscitate Order" in their file.

- ! Reports any change in resident behavior or sociability symptoms to the manager and ensures this is documented in the resident chart.

- ! Cleans and sanitizes the nursing station and nursing bathroom and employee bathroom each shift.

- ! Attends all scheduled staff meetings and in-service programs.

- ! Passes all medications according to Med Pass Training Protocol and the Doctors' orders.

- ! Serves as a companion to the resident.

! Has an understanding of what to do in an emergency.

! Must be willing to perform any additional tasks as requested by the Manager or Nurse in charge.

This job description represents an overview of the responsibilities for the above referenced position. It is not intended to represent a comprehensive list of responsibilities. The employee should perform all duties assigned by her supervisor.

Employee: _____ Date:

Manager: _____ Date: