**Job Description:**

**Caregiver/ CNA/ HHA/ PCA**

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| **Description**   * Provide service to individuals in their own homes and communities, who need assistance caring for themselves due to old age, sickness, disability, and/or other infliction. Personal care may include assistance with the activities of daily living, housecleaning, laundry, meal preparation, transportation, companionship, and respite. * Responsible for ensuring service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.   **Reporting Relationship**   * Reports to supervisor   **Responsibilities/Activities**   * Assist client with the activities of daily living and personal care including:   - bathing - shaving - ambulation  - mouth care - dressing - exercise  - hair care - feeding - toileting  - nail care - positioning - medication reminding  - skin care - transferring - vital signs and blood pressure   * Ensure client’s safety and security by supervising the home environment. * Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, laundry, cleaning kitchen and bathroom. * Provide companionship including social interactions, conversations, emotional reassurance, and encouragement of activities that stimulate the mind. * Provides respite care for families in accordance with care plans. * Perform/assist with essential shopping/errands, which may include handling the client’s money in accordance with the care plan and under the observation of the supervisor. * Assist clients with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a physician and as identified on the care plan. * Escort clients to medical facilities, errands, shopping, and outings as specified in the care plan. * Assist clients with communication by writing or typing correspondence for them or researching information for them. * Participate on the care team by providing input and making suggestions. * Ensure service is delivered in accordance with all relevant policies, procedures and practices. * Monitor supplies and resources. * Evaluate the program and make recommendations for it, as indicated. * Follow the written care plan. * Carry out duties as assigned by the supervisor. * Observe clients and their environments and report unsafe conditions to supervisor. * Observe clients and their environments and report behavior, physical and/or cognitive changes and/or changes in living arrangements to supervisor. * Complete and maintain records of daily activities, observations, and direct hours of service. * Attend orientation, in-service training sessions and staff meetings. * Develop and maintain constructive and cooperative working relationships with others. * Make decisions and solve problems. * Communicate with supervisor and co-workers. * Observe, receive, and obtain information from relevant sources. * Performs other duties as required. * Provide reliable care by being punctual and consistently covering shifts.   **Required Knowledge**  Knowledge of personal care and home management skills.  Knowledge of principles and processes for providing client and personal care services, including needs determinants, meeting quality standards and evaluation of client satisfaction.  Knowledge of the English language.  Knowledge of the information and techniques needed to diagnose and treat injuries including emergency First Aid and CPR.  Knowledge of clerical procedures such as maintaining records and completing forms.  **Required Skills/Abilities**  Ability to competently assist clients with their activities of daily living.  Ability to be aware of other people’s reactions and understanding why they react as they do.  Ability to establish and maintain relationships.  Ability to teach others.  Ability to listen actively.  Ability to identify problems and determine effective solutions.  Ability to apply reason and logic to identify strengths and weaknesses of possible solutions.  Ability to monitor and assess themselves, clients, and effectiveness of service.  Ability to understand written and oral instructions.  Ability to communicate information orally so others understand.  Ability to communicate in writing so others understand.  Ability to work independently and in cooperation with others.  Ability to determine or recognize when something is likely to go wrong.  Ability to suggest several ideas on a subject.  Ability to perform activities that use the whole body.  Ability to handle and move objects and people.  Ability to provide advice and consultation to others.  Ability to observe and recognize changes in clients.  Ability to establish and maintain harmonious relations with clients/families/co-workers.  **Physical and Mental Demands**  Good physical and mental health  Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.  Mental fortitude and stability to handle stress.  Physical and mental ability to drive a vehicle.  **Qualifications/Education**  Minimum of six months of paid senior caregiving experience OR one of the following certifications: CNA, HHA, PCA (preferred)  Current driver’s license, state ID or passport  Social security card or birth certificate  Proper vehicle insurance coverage (if transporting client)  Ability to pass a criminal background check and drug screening.  High school diploma or GED  Must maintain a working phone number for employer communication.  **Training/Experience**  May require related experience.  On-the-job training for new activities. |

I have read and understand the job description and agree to fulfill the position’s responsibilities.

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Caregiver’s Signature Date

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Supervisor’s Signature Date