**Job Description – Caregiver**

**Place of Employment:** Client homes, work sites outside of the client home as required by **Unique In Home Care** management.

**Accountable to Unique In Home Care** Director, Administrator, Manager, Supervisor or Nurse-in-Charge.

**Job Summary:** Caregiver is a front line position and an important role with **Uni**que **In Home Care** Our expectations are for our caregivers to be a great reflection of the company by providing outstanding care and services. The Caregiver duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client and always under the direction of the company. The Caregiver will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with the ability to follow the policies of the company.

**Work Hours:** This position may require various shifts at various times (including nights, weekends, and overnight shifts) in one or more work sites.

**Duties:** The following list of duties is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client. The Caregiver duties are not limited to those listed.

1. Companionship

One of the most important aspects of **Unique In home Care** will be providing customers with a strong sense of compassion and encouragement. Taking a genuine interest in the client, their life and their environment will help create a true sense of companionship. Whether it is playing a board game or card game, reading, taking a stroll, or visiting with friends, companionship provides the depth of our services.

1. Personal Care

The Caregiver is responsible for am and pm care, dressing and undressing, grooming, oral care, showers or bathing, incontinence care, and bathroom assistance.

1. Housekeeping, Laundry, and Pet Care –very limited and if client needs more its additional fees

The CAREGIVER will provide dusting, mopping , vacuuming, changing bedding, cleaning the bathroom, laundry, ironing, cleaning the kitchen and eating areas, caring for houseplants, taking out garbage, and cleaning other living spaces as required or requested. It also includes caring for pets if care planned to include feeding, bathroom assistance and walking.

1. Meals

Grocery shopping, preparing menus and meals, cooking, baking, serving, assisting with eating, hydration, washing and drying dishes and general cleaning of kitchen or eating areas is included.

1. Transportation and Escort

The CAREGIVER may drive their car and transport a client to an appointment or errands if the CAREGIVER has written authorization from **Unique In Home Care to** do so.

1. Wellness Visits

The CAREGIVER will make safety/wellness visits to check on the wellbeing of a client as well as the upkeep of their home.

1. Medication Reminder and vital signs

The CAREGIVER may be responsible to check a resident's vital signs and provide reminders to take medications. A caregiver is not allowed to physically administer medications or perform medication setups.

**Qualifications:**

1. Current certificate in standard first aid and CPR.
2. Any certifications you may have CAN,HHA,MA etc.
3. Valid driver’s licence and reliable transportation
4. Ability to work independently.
5. Excellent communication and listening skills.
6. Compassionate and caring nature.
7. Ability to multitask.
8. Must be physically and mentally fit to handle the demands of caregiving.

**General Notes:**

The Caregiver will be required to maintain a safe working environment for themselves and their clients. There may be emergency situations where the Caregiver will have to react quickly with sound judgement. The scope of duties described in this document may not include all duties to be performed by the Caregiver and is subject to change.

Manager or Supervisor’s Signature Employee’s Signature

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Date Date