



## Caregiver Job Description

### *Qualifications:*

- Sufficient formal education to enable the performance of daily tasks with the understanding of what is involved.
- Personality attuned to the requirements of meeting the needs of the infirm and aged.
- Full-time caregivers (i.e., those working at least 36 hours per week) must be at least 18 years old or a high school graduate.
- Successfully pass background checks.
- Be able to stand, bend and walk regularly and be able to lift at least 50 pounds and adequately assist with a two-person resident transfer.
- Be on-call One weekend out of each month.
- Have reliable transportation to the Community.

*Duties and Responsibilities:* Responsible for performing all aspects of the day-to-day care provided to residents of the Community and other tasks delegated by the Manager, Assistant Manager or a Director, including:

- Ensuring the safety and well-being of all residents. In emergency situations, call ambulance or fire department as needed.
- Assisting residents as required and as directed by the Manager or Assistant Manager in bathing, grooming, dressing, toileting, etc. Always promoting the maximum amount of independence from all residents at all times. Encouraging residents to do as much as possible for themselves.
- Cooking and serving meals. Following the menu as posted. Ensure that cold foods are served cold and hot foods are served hot.
- Engaging residents in meaningful conversations and planned activities.
- Cleaning residents' rooms and do laundry.
- keeping all living areas, bathrooms, kitchen and dining areas clean at all times.
- If trained in medication administration, supervising resident medications. Ensuring that residents receive their proper medication at the proper time.
- Taking On Call rotation one weekend out of every month.
- Receiving messages and relaying these to the Manager, Assistant Manager or Director, as applicable, in a timely manner.
- Keeping the Manager or Assistant Manager updated on any changes in the status of a resident's emotional, physical or psychological state.

- Referring questions or complaints to the Manager, Assistant Manager or Director, as applicable.
- Performing other job duties as assigned by the Manager, Assistant Manager or Director.
- Maintaining a professional approach to responsibilities and work with others toward overall resident care.

*Training:* On-the-job training will be provided to a caregiver regularly. In addition, a caregiver must:

- Complete four hours of orientation, which will be conducted initially upon hiring.
- Complete sixteen hours of on-the-job training, which will be provided initially after orientation.
- Complete no less than six hours of continuing education annually.

*Employment will be offered only after a criminal background check is performed.*

*Countryside Manor is an equal opportunity employer. All applicants will be considered for employment without*

*attention to race, color, religion, age, sex, sexual orientation, gender identity, national origin, marital status, veteran or disability status or any other characteristic prohibited by federal, state or local law.*