

## EMPLOYEE JOB DESCRIPTION - CAREGIVERS

**Private Home Care, Inc.**  
**PO Box 324, Belfast, Maine 04915**  
**(207) 338 2100 / 207 323 5363**

**Driving:** Car needs proof of inspection, registration and insurance, with a minimum liability of \$100,000-\$300,000.

If personal vehicle is used for shopping, errands or leisure rides, employee will be reimbursed mileage at the current rate.

**Meal Prep:** Must be able to prepare meals if necessary. Care Plan for each home will indicate meal preferences for each client.

**Housekeeping:** Caregivers provide light housekeeping tasks. Each client has specific needs, which will also be provided in the Care Plan for the home. Some examples of light housekeeping duties include: washing dishes, carrying out trash, laundry, sweeping, mopping, vacuuming, and dusting as applicable. Some occasions may call for minor yard work and snow shoveling.

**Engaging with Client:** Some basic examples include conversation, reading, and companionship. Focus is always on the client's interest and their needs. During a training visit, while working with another coworker, always address the client directly, using first and second person pronouns ("I" and "you") and not third person ("he", "she"), as if the client is not in the room.

**Medication Reminders/Administration:** If professional nursing staff is involved in client's care, the RN or CMRA will set up medication (unless otherwise specified), and caregivers will only need to remind the client. Depending on client's health and condition, we will sometimes need to give the medication.

**Activities of Daily Living (ADL):** Includes personal care when applicable – bathing, dressing, hygiene, assistance with hair and teeth care, and nail care, if necessary. Exercise includes walking and range of motion (ROM), as well as any exercise already established.

**Documentation:** Clear penmanship is a must. Notes must be concise and objective. Documenting tells PHCI what the caregiver and client do during a shift and relays helpful information for the next shift or information helpful to each caregiver. Documentation provides a viable means of communication and necessary information.

**\*Must have the ability to perform these requirements: bending, reaching forward and over your head, crouching, and climbing stairs.**

**Phone Required:** You must have a working phone for us to be able to contact you regarding your shift. A phone call (rather than a text message) is required ALWAYS if you are calling out or have questions requiring more discussion.

**Shift Availability:** Must be available for weekend and/or overnight shifts if necessary. All employees are required to train in at least two homes.

Caregiver Initials: \_\_\_\_\_

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I have received, read and understand the Private Home Care, Inc.  
EMPLOYEE JOB DESCRIPTION.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_