

Job Title: Caregiver
Reports To: Office Manager

GENERAL PURPOSE

Provide quality personal care, companion services or respite care and related assigned services to consumers in their place of residence and in accordance with an established care and support plans.

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

- A. **Companionship**
One of the most important aspects of YOUR COMPANY will be providing customers with a strong sense of self-esteem and independence. Taking a genuine interest in the client, their life and their environment will help create true sense of companionship. Whether it is playing a favorite board game or card game, reading, taking a stroll or visiting with friends and neighbors, companionship provides the depth of our services.
- B. **Housekeeping, Laundry, and etc.**
The CAREGIVER will provide dusting, washing hardwood and flooring, vacuuming and furniture, changing bedding, scrubbing the bathroom; pre-washing, washing, drying, ironing and folding laundry; defrosting refrigerators/freezers; cleaning ovens/stoves and china cabinets; caring for house plants, taking out garbage and general tidying of living spaces as required or requested.
- C. **Kitchen Work**
Grocery shopping, preparing menus and meals, cooking, baking, serving, assisting with eating, washing and drying dishes and general tidying up is included.
- D. **Transportation and Escort**
A CAREGIVER may drive their car and transport a client to an appointment or errand if the CAREGIVER has written authorization from the company to do so.

Qualifications

- 1. Current certificate in standard first aid and CPR
- 2. Valid driver's license and reliable transportation
- 3. Ability to work independently
- 4. Excellent communication and listening skills
- 5. Compassionate, patient and caring nature
- 6. Able to work in a stressful environment
- 7. Must be physically and mentally fit to handle the demands of care giving.

General Notes:

The scope of duties described in this document may not include all duties to be performed by the Caregiver and is subject to change.

Employee Signature

Date