



## **Job Description: CAREGIVER**

**Job Summary:** The caregiver provides assistance to care recipients in their home with non-medical personal care (activities of daily living).

**Qualifications:** *Visiting Angels* Caregivers must be at least eighteen years old and have work experience as a Caregiver, Home Health Aid or Certified Nurses Assistant with home care experience preferable. Caregivers should possess and maintain current certification in CPR and be able to perform frequent standing, bending and stooping. Must be able to read, follow written instructions, and legibly document care given. Must have satisfactory verifiable references from previous employers, be willing to work flexible hours to meet client's needs and possess a cooperative attitude toward providing services. Caregivers must meet all *Visiting Angels* employment screening requirements.

### **General Duties and Responsibilities:**

1. Assist clients in all activities of daily living including personal hygiene assistance, bathing, dressing, grooming and linen changes.
2. Prepare nutritious meals consistent with the client's dietary requirements and assists client with eating, when necessary.
3. Assist clients with transfers, ambulation, and mobility and movement exercises.
4. Perform light housekeeping chores, which facilitates client self care in the home.
5. Assist client in the bathroom or with other toileting activities.
6. Attend to client's requests promptly.
7. Meet the safety needs of the client and use equipment safely and properly.
8. Complete records accurately and carry out all assignments as requested,
9. Notify Manager / Supervisor of any acute or pertinent changes in client condition.

10. May provide medication assistance in accordance to the Service Plan if a client can fully self-direct, but is not physically able to perform the task. May administer medication in accordance to the Service Plan if a client is unable to self-direct but may be physically able to perform the task.

11. May not perform procedures requiring the knowledge, training and skill of a Licensed Nurse such as sterile or intravenous procedures.

12. Communicates availability to work to the Manager / Supervisor on a weekly basis or as requested.

13. Maintains confidentiality regarding the client's condition and his/her family, with the exception of the Agency and physician.

14. Performs all skills, and procedures competently and within the regulations and licensing laws of the state, Agency policies, and other applicable federal and State laws.

15. May not perform services outside of this job description, including but not limited to, lawn and garden duties, climbing ladders, moving or lifting heavy items such as furniture.

I understand the responsibilities and limitations of this position and agree to perform these responsibilities.

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Visiting Angels Caregiver

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Date