

GOOD SHEPHERD COMMUNITY SUPPORT AGENCY

JOB DESCRIPTION

TITLE: CAREGIVER/HOMEMAKER

REPORTS TO: Community Support Agency Director

DELEGATION OF AUTHORITY:

As a Caregiver/Homemaker, you are delegated the authority, responsibility, and accountability for carrying out your assigned duties.

POSITION SUMMARY:

The caregiver/homemaker provides services to agency clients involving personal cares, transfer assist, cleaning & other housekeeping functions, errands, companionship and performs other duties as directed by the agency director.

QUALIFICATIONS:

Employees will have the necessary training to perform their job.

ESSENTIAL JOB FUNCTIONS:

1. To know and follow the clients' service plans which may include but is not limited to:
 - A) Perform or assist clients with supportive, comfort measures.
 - B) Prepare meals, snacks and provide fluids.
 - C) Perform household services essential to remaining at home.
 - D) Create and maintain an atmosphere of warmth, personal interest and positive emphasis, as well as a calm environment.
 - E) Provide companionship to clients.
 - F) Shop & perform errands as requested
 - G) Provide transportation to MD appointments as requested
2. To ensure that all clients are treated fairly with kindness, dignity, and respect.
3. To respect clients' personal property rights, maintaining clients' rights to privacy and confidentiality.
4. To follow established safety precautions in the performance of all duties and report all accidents and injuries to yourself or clients to the agency director.
5. To observe practices and perform all assigned tasks in accordance with established agency policies and procedures, and as instructed by the agency director.
6. To assure that established infection control, universal precaution practices and standard precaution practices are maintained & followed when performing caregiver/homemaker duties.
7. Assure that client's homes are maintained in a clean, safe, comfortable and attractive manner.

8. Report all hazardous conditions and equipment to the agency.
9. To thoroughly complete appropriate records, time sheets, service plans and other documentation, and be submitted in a timely manner.
10. To attend and participate in scheduled orientation and in-service training and educational classes.
11. To notify the agency if you will be late or absent from work at least two (2) hours before assigned visit.
12. Maintains Good Shepherd Services Core Values
13. Participates in the organizations Master Idea Plan

SPECIFIC REQUIREMENTS:

- Must hold a valid drivers license.
- Must be a minimum of twenty five (25) years of age.
- Must possess the ability and willingness to work harmoniously with staff and clients family members.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to interact and deal tactfully with other staff, difficult clients, difficult family members, visitors & the general public.
- Must use only the equipment you have been trained to use in a safe manner.
- Must be able to relate information concerning a client's medical condition.
- Maintain the CONFIDENTIALITY of client information
- Follow established fire and safety policies and procedures
- Must adhere to agency dress code.

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without Aid of Mechanical Devices)

- Must be willing to perform tasks that may involve exposure to client's blood/body fluids.
- Must possess the mobility to spend a minimum of 70% of the working day standing and/or moving about the work place. Sits, stands, bends, lifts, and moves intermittently during working hours.
- Must be able to speak and write the English language in an understandable manner.
- Must possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of the position can be fully met.
- Must be able to cope with the mental and emotional stress of the position.
- Must function independently, have flexibility, personal integrity, and the ability to work effectively with clients, personnel, and support agencies.
- Is subject to frequent interruptions.
- Must be able to lift clients, medical equipment, and supplies up to 50 pounds.
- Willingness to work beyond regular hours when necessary.
- Must be able to assist with evacuation of clients.

WORKING CONDITIONS/LOCATION:

1. Works primarily in all areas of client's residence.
2. Is subject to frequent interruptions.
3. Is involved with clients, family members, personnel, visitors, etc., under all conditions/circumstances.
4. Is subject to hostile and emotionally upset clients, family members, personnel, visitors, etc.
5. Works beyond normal working hours, on weekends and holidays, and in other positions when necessary.
6. Attends and participates in continuing educational programs.
7. Is subject to falls, burns from equipment, odors, etc., throughout the work day.
8. May be exposed to infectious waste, disease, conditions, etc., including exposure to the Aids and Hepatitis B virus.
9. Work environment is determined by client's home temperature and humidity.
10. Works in area homes throughout Brown, Shawano, Outagamie, and Waupaca counties.
11. Reports to agency office on a regular basis (at least weekly).

ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I hereby

accept the position of Community Support Caregiver/Homemaker and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that I may be exposed to blood borne disease such as AIDS and Hepatitis B viruses, as my job is considered an at risk position within this facility. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by the facility or myself and that such termination can be made with or without notice.

Signature - Employee

Date

Signature – Agency Director/HR Designee

Date