



JOB DESCRIPTION- Caregiver (Homemaker/Companion/Housekeeper/Shopper)

Position Description:

A Caregiver is a non-licensed member of the home care team who assists the client with the tasks of daily living as outlined in a written care plan that is established by a Supervisor and is kept in the client's home. The Administrator and Client Service Supervisor supervise caregivers.

Qualifications:

1. A Caregiver must have a satisfactory work record, with experience as a caregiver preferred. Aventas must be able to verify three work or personal references, and caregiver must complete the agency's employment process.
2. Must be at least 18 years of age.
3. High School diploma or equivalent preferred.
4. Must be physically able to perform the duties of the position.
5. Must exhibit mature, responsible behavior, and understand the need for patient confidentiality. Must be able to communicate with client and carry out instructions.
6. Must be able to read, write, understand and speak English.
7. Must be able to follow direction and accurately report to the Administrator any change in client's condition.
8. Must maintain current credentials, including CPR, 1st Aide, TB Test, Physical and Fingerprint Clearance Card. Must attend ongoing training when offered.
9. Must have available reliable transportation to and from assignments. May be approved to drive client and/or run errands.

Duties:

The duties of a Caregiver may include, but are not limited to the following:

1. Planning and preparing meals and snacks according to specific dietary requirements of the client. Wash dishes and clean kitchen.
2. Maintaining a safe, clean and healthy environment through light housekeeping including changing bed linens, dusting and vacuuming, cleaning bathroom, and doing laundry.
3. Providing companionship and stimulation for the client including reading, walks, etc.; accompanying the client to doctors or other appointments.
4. Grocery shopping or other errands when needed.
5. Performing other housekeeping tasks as indicated in the care plan.
6. Participating in in-service education programs.

Employee May Not:

1. Administer or pour medication as mandated by law.
2. Cut the fingernails or toenails of any patient.
3. Perform any personal care for the patient including toileting, hair care, oral hygiene, bathing and grooming.
4. Assist with ambulation when patient uses mechanical aids such as a walker.