



## **JOB DESCRIPTION**

### **Caregiver**

*It takes a special type of person to join the Lifeline Homecare family – one that is compassionate, reliable, trustworthy and focused on the unique needs our clients and their families. Every person that joins the Lifeline team is dedicated to our mission of providing flexible, individualized care support of the highest standard that promotes independence, dignity and choice for our clients. Every member of our team strives to exceed client expectations in all that we do.*

**SUPERVISOR:** Regional Director / Regional Administrative Staff

#### **QUALIFICATIONS:**

The ability to read, write and comprehend written and oral instructions; the ability to document services, time, travel and other related service information on proscribed forms; must have reliable access to transportation including adequate liability insurance as stated in the Lifeline Homecare Employee Handbook; must undergo Tuberculin Skin Test prior to initiating work and on an annualized basis; must pass a drug screening administered before hire and submit to random drug screenings; must be cleared by the Nurse's Aide Registry; must be available for emergency assignments; must attend all scheduled trainings; must have the ability to lift up to 50 lbs. on a regular basis; must have proper driving credentials; must have a clear conviction record from an annual criminal background check conducted through the Administrator of Kentucky Courts, or a company that conducts a search of criminal record information maintained by the Justice and Public Safety Cabinet or the Administrative Office of the Courts.

#### **DUTIES AND RESPONSIBILITIES:**

1. Performs the assigned tasks services as given on a weekly work schedule. The services stated on the weekly work schedules must correspond to the services, as defined, in the Lifeline Homecare, Inc. employee Handbook and Policy/Procedure Manual and specific work order
2. Submits accurate and timely time and travel sheets and flow sheet/progress notes
3. Reports immediately all emergencies to the supervisor, including workplace related injuries
4. Wears identifying photo ID badge at all times
5. Completes company orientation and initial training with a passing grade and attends on-going annual training
6. Treats Clients and family members with the utmost respect at all times
7. Immediately reports any suspected incident of abuse or neglect
8. Insures proper appearance at all times following Company guidelines
9. Performs, at a minimum, the following services:

- a) Personal Care - Sponge bath, tub bath, shower, oral care, shampoo hair and skin care. Under no condition shall aides perform nail clipping. If the work order reflects no homemaking, then only cleaning within the bathroom area and changing bed linens for sanitation purposes is allowed. (Lifting and transferring of client, if required and physically possible.)
- b) Homemaking/Home Management
  - i. General cleaning: sweep, mop, dust, vacuum, remove trash, wash and dry clothes, check for food spoilage, sanitize bathrooms and kitchen, wash dishes, and any other general cleaning and up-keep of the home.
  - ii. Should the washing and drying of clothes require use of a commercial Laundromat, the client shall provide funds for coin machines.
  - iii. Meal preparation and planning.
  - iv. Shopping assistance (pick-up and delivery only) shall require approval.
  - v. Medication assistance as ordered by the CM & limited by legal protocol.
- c) Respite - Services consists of fulfilling all of the primary needs of the client in the absence of the primary caregiver. When performing specific tasks, the aide shall always remain in the vicinity of the client (no shopping pick-up thereby leaving client unattended).
- d) Escort - Provide personal accompaniment of an eligible client who is physically, mentally, or developmentally disabled and who requires such assistance for reasons of personal security or protection to and/or from a visit to his/her physician, dentist, or other necessary service.
- e) Chore - This service is usually performed over a short period of time (spring and fall cleaning) and for new clients in the program dependent upon their situation. Yard mowing is not allowed. The lifting and movement of heavy objects shall be performed only if it is physically possible.
- f) Home Repair - Installation of minor home adaptations, such as hand rails, etc... Additionally, will include the delivery of supplies and equipment.
- g) Other duties as assigned.

#### **WORKING CONDITIONS / JOB HAZARDS:**

1. Caregivers' daily routines may vary. Most Caregivers work in the homes of a number of different clients during the course of a day or week
2. Surroundings and working conditions will differ. Some homes are neat while others may be untidy or cluttered and difficult to navigate
3. Some clients' homes are in remote or rural areas that are not readily accessible.

#### **PHYSICAL DEMANDS:**

Caregivers perform physical activities that require considerable use of the arms and legs and moving the body, such as climbing, lifting (up to 50 pounds), balancing, walking, stooping and handling materials.