

Haven Assisted Living Facility

Caregiver

General Statement of Duties: The Caregiver is responsible for providing a physically safe and sanitary environment, personal services, protective oversight, and social care sufficient to meet the needs of residents.

Supervision Received:

Reports to the Caregiver Supervisor.

Supervision Exercised:

None.

Essential Functions:

1. Accomplishes job duties in a timely, safe, and professional manner. All procedures require the complete knowledge and use of universal precautions.
 - Recognizes and responds to priorities in the performance of his/her duties.
 - Cooperatively responds in performing resident care tasks.
 - Assists and/or provides reminders to residents in the performance of “Activities of Daily Living”.
 - Maintains a clean and safe environment for self, residents, and others.
 - Performs housekeeping and laundry tasks as assigned.
 - Assists residents in the use of medications, when certified, in accordance with State Law and Haven policies.
 - Attends classes, in-service training sessions, and meetings as required and necessary.

2. Assists with the operations of the facility.
 - Assists in food preparation and food service duties as required, in accordance with The Haven guidelines, under the direction of The Haven Kitchen Manager.
 - Makes effective recommendations to their supervisor, regarding the care of residents and general operations of The Haven.
 - Participates in fire drills and other safety and risk management activities
 - Assists in emergency measures and emergency plans under the direction of the Haven Management
 - Demonstrates a cooperative manner in meeting the special event needs of the facility

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

Education:

High School diploma or equivalent preferred but not required.

Experience:

Previous caregiving experience either in Assisted Living or other health care setting preferred.

Requirements:

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Annual TB testing and/or screening.

Skills:

1. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.
2. Must be able to lift 25 pounds and be able to perform frequent bending, crouching, grasping, handling, kneeling, lifting, pulling, pushing, reaching, stooping, squatting, twisting and assist with a two person lift.

Knowledge:

1. Must have knowledge of practices and procedure of caregiving care sufficient enough to follow accepted practices.

Abilities:

1. Can read and interpret basic instructions as well as respond to them, verbally and in writing.
2. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
3. Can elicit information from residents.
4. Can plan and implement one's work schedule.
5. Communicates effectively with coworkers, presents a favorable image of the facility and maintains a prompt, professional and favorable image when responding to families, physicians and other agency employees.
6. Must be able to provide non-technical care of residents while demonstrating a compassionate interest in meeting resident's needs. This individual must become familiar with and adhere to policies and procedures connected to the performance of his/her duties and employment.

Equipment:

1. Equipment to be utilized may include vacuum cleaner and household appliances.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the Haven and are to be used only as directed on product label.

Working Conditions:

1. Position is in a well-lighted, accessible facility.
2. May need to work evenings, weekends, and holidays.
3. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.

I, _____ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: _____ Date: _____