



Job Title:		CareGiver	
Job Category:	Full-time	Exemption Status:	Non-Exempt
Travel:	100%	Mileage Reimbursement:	\$0.54 per mile
Level/Salary Range:	Entry	Position Type:	Hourly
Supervisor	Office Manager	Pay Frequency:	Weekly (52 per year)

## **JOB DESCRIPTION**

### **SUMMARY**

The caregiver will be responsible for meeting client expectations to the level of ACASA standards. This includes providing caregiver services of personal care, light housekeeping, and basic activities of daily living. ACASA standards include that we ensure the client is kept safe and healthy all while maintaining a positive attitude. Caregivers are expected to be a team player with ensuring that the highest level of care is provided to the client.

### **ROLE AND RESPONSIBILITIES:**

- Assist with personal care activities including:
  - Bathing (sponge, tub, shower, and bed bath)
  - Oral hygiene
  - Skin care
  - Foot care (excludes toenail clipping)
  - Grooming of hair (shampoo and combing)
  - Shaving
  - Toileting (including changing briefs)
  - Transferring (bed to chair, wheelchair and shower, etc.)
  - Dressing and undressing
  - Ambulation
  - Medication assistance.
- Assist with household tasks necessary to the client's health care needs including:
  - Planning and preparing nutritious meals
  - Assisting in feeding client, as appropriate
  - Light housekeeping of client's environment, including:
    - Laundry of client's clothing and bedding/linens
    - Making bed
    - Shopping, errands
    - Doctor's appointments
    - Vacuuming, mopping, dusting, etc.
- Assist in range of motion exercises and other procedures as instructed.
- Maintain a written log of daily activities and maintain receipts of all client money used to purchase goods or materials for the clients care.
- Communicate with the Care Manager and Quality Assurance Specialist about the continuing status of client and bring to their attention any concerns they may have.

## COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Oral Communication** – Has strong speaking skills. Understands how to follow directions and get clarification; Responds well to questions and asks appropriate questions.
- **Written Communication** - Able to read and interpret written information.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently. Follows policies and procedures. Completes administrative tasks correctly and on time. Supports organization's goals and values.
- **Professionalism** - Approaches others in a tactful manner. Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality** - Demonstrates accuracy and thoroughness
- **Adaptability** - Manages competing demands; Able to deal with frequent change, delays, or unexpected events

## QUALIFICATIONS AND REQUIREMENTS:

- Must be a certified CNA or HHA OR have 6 months demonstrated experience as a caregiver
- Must show the ability to read, write, and follow oral and written instructions
- Must be able to pass criminal background check and drug screen
- Have a valid California driver's license and proof of car insurance
- Have a current negative TB test
- HCA Registered.
- Ability to communicate with clients and to remain calm under stress
- Physical ability to lift and transfer clients, perform repetitive task using hands, bending, stooping and reaching
- High School Diploma/ GED
- 6 months of Care giving
- CNA preferred but not required.

## WORK ENVIRONMENT:

- Client home setting.

## APPLICATION PROCESS

Submit applications at [californiacaregivers.net/caregiver-employment](http://californiacaregivers.net/caregiver-employment)

<b>Reviewed By:</b>	Barb Fukui	<b>Date:</b>	April 5, 2018
<b>Approved By:</b>	Shawnelle Jocson	<b>Date:</b>	May 31, 2018
<b>Last Updated By:</b>	Michele Fuhrman	<b>Date/Time:</b>	June 21, 2018

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_