

Position Description

Job Code/Title:	Caregiver
General hours of work:	Day, evening, and night shifts. Varying 8 hour shifts including weekend and holidays.
Exempt/nonexempt:	Nonexempt
Department/Unit:	Whispering Heights
Reports To:	Household Coordinator and Clinical Coordinator
Revision/Review Date:	February 2010

SUMMARY: The caregiver provides medical and physical care to the residents of the household to meet their daily needs and enable them to function at the highest possible level. While this care is provided under the leadership of a professional nurse, the caregiver is the residents' closest advocate in the household. The caregiver promotes the residents' psychosocial well-being through meaningful relationship building, and works with the household team to meet other social service needs of the resident and of the household, always providing support, friendship and kindness for each of the household members. The caregiver plans and facilitates social activities for residents of the household which provide meaningful ways to spend time in recreation, exercise, relationship building and fun. The caregiver also supports the household homemaker in his/her tasks. All caregiver tasks are performed in accordance with current standards, guidelines and regulations in a safe and efficient manner.

REQUIRED EDUCATION and/or EXPERIENCE:

- Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- On-the-job training available.

REQUIRED CERTIFICATION, LICENSURE, and/or REGISTRATIONS:

- Current active Nurse Aide Certificate from Iowa Nurse Aide Registry required within four months of employment.
- Sanitation Certification mandatory within 2 months of employment.
- Completion of cross training for household housekeeping, household laundry and dining services and activities essential.
- CPR

CORE COMPETENCIES: Basic

ESSENTIAL FUNCTIONS

1. Attends to all resident personal hygiene and personal care needs, including but not limited to grooming, hygiene, dining and nutritional, mobility, elimination, psychosocial and safety needs. Organizes all supplies necessary to complete the tasks. Supports residents in self care, and provides care as necessary for those unable to care for their own needs. Follows universal precautions, proper infection control, sanitation and safety standards of practice in all work and activities.
2. Provides restorative therapy under the leadership of therapy professionals and in accordance with the resident's functional maintenance plan.
3. Observes residents closely, identifying changing needs and conditions at first indication, and reports immediately to nursing or household leadership as appropriate; must develop an innate ability to observe and connect with residents in a way that gives them clear insights into each individual's preferences and concerns.
4. Participates actively in the resident's care planning and care conference, serving as the residents' closest advocate in directing their care and honoring their preferences.

5. Consistently works with all household team members, led by resident and family preference to meet the needs and desires of all household residents.
6. Continually seeks opportunities to meet resident's psychosocial needs through both care planned and spontaneous actions.
7. Continually seeks opportunities to support the social needs of all members of the household through support, friendship and kindness.
8. Plans and organizes social activities for individual residents, small groups and for the household, making any necessary arrangements to assure success of the activity.
9. Seeks opportunities throughout the day to facilitate spontaneous activities of resident choice and household preference; accompanies resident in all activities of choice; Regularly elicits resident input into activity planning. Seeks to be creative, well organized and upbeat in choice of activities.
10. Leads and participates in learning circles with residents and staff in the household daily.
11. Maintains equipment, games, supplies for use in supporting resident and household activity choices.
12. Continually seeks opportunities to share personal interests and talents with members of the household through both planned and spontaneous activities.
13. Maintains appropriate documentation in support of social service and activities functions in the household.
14. Maintains clean spaces in the household, including resident rooms, household common spaces, as well as support spaces and equipment.
15. Maintains supply of all materials to meet resident needs in the household.
16. Supports all aspects of the household environment, including pets, plants, children, visitors and guests, facilitating all planned and spontaneous needs and activities.
17. Coordinates work with the household homemakers to ensure the housekeeping needs of the household are met within the staffing resources of the household.
18. Complies with all regulatory sanitation requirements pertinent to the physical environment.
19. Uses appropriate cleaning supplies and equipment to clean floors, furniture, bathrooms and other areas as needed.
20. Understands and implements universal precautions to prevent transmission of disease through contamination.
21. Assists residents as needed to wash, mend, iron, fold and sort resident's personal laundry; supports residents in self-care and provides assistance to ensure resident's personal laundry is maintained in quality condition.
22. Coordinates work with the household homemakers to ensure the personal laundry needs of the resident (and household linens) are met within the staffing resources of the household.

PHYSICAL ABILITIES:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, an employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.
- An employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- An employee must occasionally lift and/or move up to 50 pounds.

COMMUNICATION/MATHEMATICAL/REASONING SKILLS:

- Must possess the required level of skills and abilities to read, write, speak, and apply mathematical concepts and sound reasoning to successfully perform the essential duties and responsibilities of this job.
- Must be able to perform basic operations on a computer within the Windows operating system.
- This position requires problem solving skills, critical thinking skills, and the ability to multi-task.

RESPONSIBILITIES, EXPECTATIONS & STANDARDS:

- Support Hegg Memorial Health Center/Avera Health through the daily application of the mission, vision, core values, and service standards while providing quality care and service to patients, their families, co-workers, physicians, volunteers, and the communities we serve.
- Convey enthusiasm and sincerity and promote Hegg Memorial Health Center and its services in a positive manner to all customers.
- Maintain confidentiality.
- Utilize effective problem solving skills as appropriate.
- Must be flexible to change and be able to work effectively in a team environment.
- Coordinate work flow with other team members to ensure a productive and efficient environment.
- Perform duties in a manner consistent with Safety Principles.
- Comply with all applicable laws, regulations and standards associated with but not limited to: CMS, OSHA, Corporate Compliance Plan and Service Standards of Conduct.
- Involvement in community and organization committees is promoted and encouraged.

WORK ENVIRONMENT:

- May be exposed to communicable diseases when working in a health care environment.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position is occasionally exposed to wet or humid conditions (non-weather); outdoor weather conditions; sharps or cuts; and compression (hand between cart and door).
- The noise level is usually moderate.

AGE SPECIFIC CARE CRITERIA:

- Must demonstrate and maintain current knowledge and skills necessary to provide care/service to patients neonate to geriatric.

ESSENTIAL QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

ACKNOWLEDGEMENT

I have read and understand that the qualifications, responsibilities and essential functions listed above are required of this position, which I am capable of performing.

Accepted by: _____
Employee Signature

Date: _____