

Job Description

Reports to: Administrator / Facility Director

JOB SUMMARY: The Caregiver is responsible for providing assistance and support with residents' activities of daily living. This position also plays an instrumental role in observing, reporting, and documenting any mental, physical, or behavioral changes that may indicate an acute illness or decline in overall health.

PRIMARY RESPONSIBILITIES:

Resident Care Services

1. Provide quality care and assistance to residents in accordance with the company's philosophy and policies, state/federal regulations, and resident rights.
2. Assist residents in meeting their physical, emotional, and spiritual needs.
3. Become familiar with and adhere to each resident's individual service plan, notify the Administrator / Facility Director of any changes in the resident's condition.
4. Answer and respond immediately to resident calls for assistance.
5. Assists in all care of residents as needed.
6. Assist with resident activities, encourage, remind, and assist residents to participate in activities.
7. Encourage residents to attend meals in the dining room. Escort residents to and from the dining room, assist with serving meals, and assist residents with meals in ways that meet their individual needs and desires. Observe and report any changes in the residents' appetite and physical ability to eat and drink. Assist with cleaning the dining room after meal service, as assigned.
8. Assist with tidying up the residents' room or apartment.
9. Assist with cleaning (or disinfecting) resident assistive appliances and/or equipment, as needed.
10. Assist with residents' personal laundry, as assigned.
11. Dispose of any biohazard waste according to OSHA regulations and company policies.
12. Carry out all resident care duties following Universal Precautions with appropriate application and removal of personal protective equipment.
13. Practice proper body mechanics when lifting and follow safety guidelines according to community policies and procedures.
14. Respond to resident emergencies following proper company policy and procedure.
15. Protect and maintain resident rights and encourage and support resident independence.
16. Protect residents from potential abuse and immediately report any reasonable suspicions of abuse.
17. Carry out all duties as assigned by the Administrator/Facility Director.

Documentation and Communication

1. Review the 24 hour report at the beginning of each shift for important information regarding residents or policies.
2. Maintain accurate, complete and confidential resident care records, according to company policies and procedures.
3. Notify the Administrator/Facility Director immediately when a resident becomes severely ill, injured, or presents with a change of condition.
4. Notify Administrator/Facility Director of any concerns or questions presented by the residents' family members.
5. Report immediately to Administrator/Facility Director any staff incident/injury.

6. Report immediately any safety concern.
7. Do not leave your shift until your replacement has arrived.

QUALIFICATIONS/SPECIFICATIONS:

1. Genuine concern for and ability to work with the elderly.
2. Knowledge of the requirements for providing care and supervision to the elderly.
3. Team player.
4. Ability to follow safe work practices and safety rules.
5. Ability to handle complaints, graciously.
6. Ability to transfer learned skills into care giving situations.
7. Must be able to utilize standard precaution knowledge and infection control measures where required.
8. Possess sufficient communication and language (orally and written) skills to perform job duties, interpret medical information and communicate with residents, other staff, family members, etc., as needed.
9. Must be 18 years or older.

EDUCATION:

Minimum high school graduate or GED. CPR/first aid, Q.MAP certification required. Must complete company and state regulatory training requirements, both “pre” and “post” service dates.

EXPERIENCE:

Prefer previous work or volunteer service in a health care setting.

PHYSICAL JOB REQUIREMENTS:

In a typical eight hour day, employee will:

- Stand/walk constantly, walk long distances occasionally throughout the day.
- Sit infrequently.
- | | Constantly | Frequent | Occasional | Rarely |
|-----------|------------|----------|------------|--------|
| Lift | ≤10# | ≤50# | ≥75-100# | ≥150# |
| Carry | ≤10# | ≤40# | ≥75-100# | ≥150# |
| Push/pull | ≤10# | ≤50# | ≥75-100# | ≥150# |
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤50#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤40#.
- Reaches on a constant basis while performing caregiving functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤40#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤50#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
- Speech/language-must have strong command of the English language sufficient to read and write and interpret medical information. Must be able to communicate with the residents and understand their needs.
- Bloodborne exposure category: High-Offer vaccine. Exposure tasks include: Direct resident care.

Lotus Assisted Living is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Lotus Assisted Living deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:

I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

Applicant's/Employee's Signature

Date