



ExpertCare Management Services Job Description

Division: ExpertCare Management Services
Job Title: Caregiver
Reports To: Staffing Consultant
Prepared By: Beth DeRose
Created: May 2012

ROLE OF A CAREGIVER

A Caregiver is responsible for providing Community Living Supports (CLS) and/or Respite services to the Consumer for whom s/he is assigned. It is the expectation that each Caregiver provides support and guidance in accordance with the scope of services as outlined in the Consumer's Individual Plan of Services (IPOS) to ensure the best outcomes towards outlined goals. CLS and/or Respite services must be provided one-on-one with the Consumer, unless specified differently within the IPOS and approved by an ExpertCare Supervisor.

ESSENTIAL FUNCTIONS

- Keeps the Consumer safe and monitors for health and safety.
- Ensures personal knowledge and familiarization of each assigned Consumer's specific care and service needs.
- Follows each Consumer's IPOS as a guide for providing services and safety and emergency protocols.
- For CLS: Provides assistance, reminding, observing, guiding, training, or skill development in the following areas, as outlined in the IPOS: meal preparation, laundry, household chores, activities of daily living (such as bathing, grooming, dressing, etc.), safety skills, basic household maintenance, money management, social relationship skills, participation in activities, shopping, mobility, sensory motor, and communication.
- Completes documentation requirements, (i.e. progress notes, CLS logs, respite logs, timesheets, etc.) which reflect goals and objectives worked on with Consumer and hours worked by Caregiver. Documentation is to be specific, factual and accurate.
- Recognizes and notes changes in Consumer's conditions and seeks appropriate intervention.
- Other duties assigned by the Staffing Consultant or Manager, according to the needs outlined in the IPOS.

Reviewed: 1/27/2014 – J. Gills-Takenouchi
6/30/2015 – J. Gills-Takenouchi
Revised: 10/19/2015 – B. DeRose
Revised: 11/23/2015 – B. DeRose

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- Ability to regularly walk, stand, bend, reach, stoop or sit for extended periods of time.
- Ability to lift, carry, push, pull or move individual weighing up to 50 lbs.
- Maintain concentrated attention to safety, detail and accuracy for sustained periods of time.
- Ability to work under pressure.

TRAINING

- Must complete required trainings at start of employment
- Must maintain compliance in CPR, FA, BBP, RR, HIPAA, Cultural Competency, LEP and other trainings specific to consumer or organization.

KNOWLEDGE AND SKILLS

- Exhibit strong interpersonal skills.
- Ability to establish and maintain cooperative working relationships.
- Ability to communicate effectively in English, both written and verbally.
- Sufficient skills in reading, writing and basic math.
- Knowledge of and ability to follow principles and practices of Recipient Rights.
- Knowledge of proper transfer techniques and body mechanics to transfer consumers with appropriate assistance and/or equipment (transfer board, slip sheet, Hoyer lift) as needed.
- Ability to remain composed in emergency situations.
- Ability to work under a variety of situations in a positive constructive manner.
- Ability and interest in working with developmentally disabled or mentally ill Consumers.
- Demonstrated ability to multi-task and effectively prioritize consumer and job responsibilities.
- Demonstrated reliability, dependability and punctuality.
- Demonstrated integrity, professionalism and positive behaviors.
- Demonstrated flexibility.

COMPETENCIES

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

Doing the right thing.

Integrity is doing the right thing. Basing your decisions by aligning your beliefs with the company's values. Basing your decisions on what is right through good character and good choices. Exercising fair practices and making decisions based on morals and ethics.

"Can Do" Attitude

Seeks to make a positive impact. Demonstrates a positive disposition even with difficult challenges. Thrives to get things done and exceed set expectations.

Knowledge Driven

Pursues training and development opportunities. Strives to build knowledge and skills. Receptive to feedback and willing to learn.

“Helping People Succeed”

Treat others with respect and dignity; Works with integrity and strong ethics. Lives our company core purpose each day and seeks to help others. Genuinely cares about the well-being of others and seeks to make a difference.

Communication

Speaks clearly; responds well to questions. Participates in meetings. Writes clearly and informatively. Maintains confidentiality.

Critical Thinking

Exhibits sound and accurate judgment; includes appropriate people in the decision making process. Identifies and resolves problems in a timely manner.

Appearance

Demonstrates a neat, clean, and appropriate appearance.

I attest that I have received a copy of the Caregiver Job Description and there are no health issues that would prohibit me from doing the job duties listed above.

Employee Name (print)

Employee Signature

Date

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