

CAREGIVER / HOMEMAKER / SITTER

QUALIFICATIONS

- High school diploma or equivalent GED
- Successfully completed 12 hours of pre-training in an approved basic education program with a certificate of completion.
- Selected on the basis of such factors as: interest in people, tact, history of emotional stability, dependability in employment, neatness in appearance and practices, good personal hygiene and good judgment.
- Must meet all health, compliance and competency requirements
- Ability to communicate effectively verbally and in writing
- Other as required for specific assignments or for employment

JOB PURPOSE

Provides homemaking services as well spends time with an individual, essential to health care at home to assist in helping them remain in their place of residence. Responsible in assistance and instruction in managing and maintaining the client's plan of care which includes but not limited to household, dressing, feeding and incidental household tasks, and activities of daily living.

DUTIES AND RESPONSIBILITIES

The duties consist of a combination of activities that includes, but not limited to:

1. Provide personal care such as assistance in bathing, toileting, eating, dressing, grooming, and walking
2. Assist in simple health care routines such as reminders to maintain diet restriction, medication regimen, and recommended exercises
3. Provide skilled observation and detailed feedback to the Care Manager/Coordinator on client's behavior, mood, and adjustment in the home
4. Teach home management skills, encourage and stimulate self-help attitudes and behavior
5. Give emotional support and encouragement during period of loneliness, depressions, bereavement, etc.
6. Provide routine housekeeping tasks as required
7. Care for clothing, which includes washing, ironing and mending
8. Perform client care according to Plan of Care.
9. Record observation and signs each entry on the appropriate form for each visit made
10. Communicate on a weekly basis or more often as necessary with her supervisor
11. Immediately reports emergency situations by phone to supervisor licensed agency as indicated in the Client Emergencies and Notification Policy.
12. Keep an accurate time sheet
13. Follow specific orders for each client
14. Uses homemaker policy manual as guidelines
15. Works within the organizational channel of authority and knows the area of responsibility of all other team members
16. Wear uniform, smock, and badge when at work (Optional unless assigned in facilities such as hospitals, skilled nursing facilities, retirement home or if required by the client.)
17. Notify the Agency of absences due to illness, leave of absence or special professional meetings which will affect service performance.

SKILLS/ OTHER QUALIFICATIONS

- Ability to communicate with clients and to remain calm under stress
- Ability to read and write in English
- Able to read 12 point or larger type
- Able to hear and speak in a manner understood by most people
- Able to stoop and bend
- Able to travel to prospective client's residences
- Able to lift up to employees' capacity
- Able to carry bundles weighing up to 10 pounds up stairs
- Able to write legibly