

## Job Description – Caregiver

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**Place of Employment:** Client homes, work sites outside of the client home and other work sites as required by Loving Homecare Inc management.

**Accountable to Loving Home Care** Service and Staffing Coordinator under the oversight of the Office Manager (who ultimately reports to President/Owner).

**Job Summary:** The Caregiver is a front line position acting as a representative of Loving Homecare, providing the services offered by the company. The Caregiver duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client and always under the auspices of the company. The Caregiver will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with the policies of the company.

It should be noted that emphasis is for the Caregiver to involve the client in the care program to help provide the client with the basic standards of healthy living as follows:

- Physical Activity & Mental Stimulation
- Dressing
- Personal Contact
- Toileting
- Quality Companionship and Relational Engagement
- Eating and Maintaining Proper Nutrition
- Bathing and Hygiene
- Transferring and Ambulatory Assistance
- Continence Assistance and Cleaning

**Work Hours:** This position may require various shifts at various times (including nights, weekends, and sleep-over) in one or more work sites, and with one or more clients

**Duties:** The following list of duties is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client. The Caregiver duties are not limited to those listed.

- A. **Assisting Clients with Activities of Daily Living (ADL's)**  
The ADL's are the core capacities of independent living, and the foremost need a client has is for caregiver assistance for however many ADL's they need assistance with (eating, bathing, getting dressed, toileting, transferring, continence, and care needed for those with dementia/Alzheimer's and memory care needs). Knowing the proper procedures for assisting with each of these tasks, for both client safety and caregiver safety, is essential for the role. Caregiver's should be proactive (not reactive) in reminding, offering, and proceeding to provide assistance in all ADL categories. Help should be offered eagerly, with a positive attitude, and changes in client care needs or client functionality should be detailed in client care logs, and communicated to office staff.
- B. **Companionship**  
One of the most important aspects of caregiving with Loving Homecare will be providing customers with a strong sense of self-esteem and independence. Taking a genuine interest in the client, their life and their environment will help create true sense of companionship. Whether it is playing a favourite board game or card game, reading, taking a stroll or visiting with friends and neighbours, companionship provides the depth of our services.
- C. **Housekeeping, Laundry, and Pet Care**  
The caregiver will provide dusting, washing hardwood and flooring, vacuuming carpets and furniture, changing bedding, scrubbing the bathroom; pre-washing, washing, drying, ironing and folding laundry; defrosting refrigerators/freezers; cleaning ovens/stoves and china cabinets; caring for house plants; taking out garbage and general tidying of living spaces as required or requested. It also includes caring for pets including grooming, feeding, exercising, walking, playing, cleaning up after the pet.
- D. **Kitchen Work**  
Grocery shopping, preparing menus and meals, cooking, baking, serving, assisting with eating, washing and drying dishes and general tidying up is included.
- E. **Transportation and Escort**  
A caregiver may drive their car or the car of a client and transport a client to an appointment or errand only if the caregiver has written authorization from the company to do so (company permission required in either vehicle situation, to ensure that vehicle, insurance, and other liabilities are covered prior to such activities). The caregiver may also escort the client to appointments or errands, ensuring client is at all times safe and free from situations that may result in a fall or other injury to client.

### Required Qualifications

1. Valid driver's licence and reliable transportation
2. Passing Criminal Background Records Check, complete a Criminal Record Statement LIC 508 with the Department of Social Services for the State of California
3. Active status or able to become a Registered Home Care aid in the State of California (including having valid LiveScan and TB Test results), and having completed a Criminal Background Records Check
4. Ability to work independently and proactively seeking ways to add value to client and client environment
5. Excellent communication and listening skills
6. Compassionate, patient and caring nature
7. Able to work in a stressful environment
8. Must be physically and mentally fit to handle the demands of care giving

**Preferred Qualifications**

1. Current certificate in standard first aid and CPR
2. Previous experience working with individuals with dementia or Alzheimer's
3. CNA (Certified Nursing Assistant) or HHA (Certified Home Health Aide)

**General Notes:**

The Caregiver will be required to maintain a safe working environment for themselves and their clients.

Caregivers are provided a 30 minute lunch during their shift. Outside of this, caregivers are not to use their personal cell phones unless it is for a personal emergency with client notification or client emergency situation.

There may be emergency situations where the Caregiver will have to react quickly with sound judgement.

The scope of duties described in this document may not include all duties to be performed by the Caregiver and is subject to change.

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Manager or Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date