**CAREGIVER JOB DESCRIPTION**

| Description:   * Caregivers provide service to individuals in their own homes and communities, who need assistance caring for themselves as a result of old age, sickness, disability and/or other inflictions. Caregiving services may include housecleaning, laundry, meal preparation, transportation, companionship and respite, * Caregivers are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant policies and industry standards.   Responsibilities/Activities:   * Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry. * Perform/assist with essential shopping/errands, which may include handling the client’s money, in accordance with the care plan. * Assist with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified in the care plan. * Escort to medical facilities, errands, shopping and outings as specified in the care plan. * Provide companionship, friendship and emotional support. * Assist clients with communication by writing or typing correspondence for them or researching information for them. * Ensure service is delivered in accordance with all relevant policies, procedures and practices. * Monitor supplies and resources. * Evaluate the program and make recommendations to it, as indicated. * Follow the written care plan.. * Complete and maintain records of daily activities, observations, and direct hours of service. * Attend orientation, in-service training sessions and staff meetings. * Develop and maintain constructive and cooperative working relationships with others. * Make decisions and solve problems. * Observe, receive and obtain information from relevant sources.   Required Knowledge   * Knowledge of home management skills. * Knowledge of principles and processes for providing client and personal services, including needs determinants, meeting quality standards and evaluation of client satisfaction. * Knowledge of the English language. * Knowledge of information and techniques needed to diagnose and treat injuries including emergency first aid and CPR. * Knowledge of clerical procedures such as maintaining records and completing forms.   Required Skills/Abilities   * The ability to be aware of other people’s reactions and understand why they react as they do. * The ability to establishing and maintain relationships. * The ability to teach others. * The ability to apply reason and logic to identify strengths and weaknesses of possible solutions. * The ability to identify problems and determine effective solutions. * The ability to understand written and oral instructions. * The ability to communicate information orally so others understand. * The ability to communicate in writing so others understand. * The ability to listen and understand the spoken word. * The ability to work independently and in cooperation with others. * The ability to determine or recognize when something is likely to go wrong. * The ability to suggest a number of ideas on a subject. * The ability to perform activities that use the whole body. * The ability to handle and move objects and people. * The ability to provide advice and consultation to others. * The ability to observe and recognize changes in clients. * The ability to establish and maintain harmonious relations with clients/families/co-workers.   Physical and Mental Demands:   * Good physical and mental health. * Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see. * Mental fortitude and stability to handle stress. * Physical and mental ability to drive a vehicle.   Qualifications/Education   * Current driver’s license. * Proper Vehicle Insurance Coverage.   Training/Experience:   * May require to complete the initial training and annual training provided by [healthcareacademyinc.com](https://healthcareacademyinc.com/). |
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I have read and understand the job description and agree to fulfill the position’s responsibilities.

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Caregiver Signature Date

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CareKnots Representative Signature Date