**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