



Careforce Home Care Worker Cooperative – Caregiver Job Description

Position title	Caregiver
Current employee	
Current wage/salary	\$11.25 - \$14.00 (based on experience and education)
Job description last updated	November 2017
Performance review schedule	3 months; yearly on employee's anniversary date
Position reports to	
Position supervises	n/a
Expected work schedule	Available to work weekdays, alternate weekends, evenings, overnights and holidays as scheduled
Work location	Client homes, care facilities, hospitals, nursing homes

Vision for the position: Days and duties will vary by client according to those clients' requirements based on the care plan created from the needs assessment.

The primary focus of this position is to provide caring, compassionate, client-centered care to clients with physical, mental, and/or social limitations. The challenge of this position is to perform a variety of duties as needed while at a minimum meeting or exceeding clients' expectations of service. The caregiver works under minimal supervision and can expect to work anywhere from 2-12 hours per day in a combination of day, evening, overnight and weekend shifts as scheduled. Overtime is seldom required. Local travel is required between clients or to transport and accompany clients to appointments and other outings.

This job description is a guideline only and the incumbent may be required to perform other duties, on an irregular or permanent basis.

Primary Functions:

Job function	Description
Client centered care	<ul style="list-style-type: none"> On a daily basis, while paying close attention to client feedback and need, assess client's day-to-day needs and modify care to meet those needs,
Meal preparation	<ul style="list-style-type: none"> On a daily basis, and according to client dietary needs and food preferences, working independently and in a timely manner, prepare or help prepare nutritious meals for clients, meeting all stated dietary and safety requirements.
Personal care	<ul style="list-style-type: none"> On a daily basis, demonstrating extreme care and attention, assist clients with personal care needs such as bathing, washing, dressing, attending to oral care needs, feeding, mobilization (ambulating), and exercises while using proper body mechanics. As soon as there is a change, report changes in client condition (including changes in medications, diet, medical condition and physical condition, positive and negative) to the nurse, in an accurate and timely manner. Prevent spreading of microorganisms by using standard

	<i>precautions, and maintaining a clean environment.</i>
<i>Housekeeping</i>	<ul style="list-style-type: none"> • <i>On a daily basis, in a highly organized manner, perform housekeeping duties for clients including (but not limited to): cleaning, vacuuming, sweeping, dusting, washing floors, laundry and keeping things organized. In doing so, caregivers are expected to work independently and pay close attention to detail while staying flexible to task. Proper body mechanics must also be used at all times. In addition, caregivers must prevent spreading of microorganisms by using standard precautions, and maintaining a clean environment.</i>
<i>Companionship</i>	<ul style="list-style-type: none"> • <i>On a daily basis, demonstrating exemplary customer service, communications and active listening skills, interact socially with clients in a caring and compassionate manner.</i>
<i>Outings</i>	<ul style="list-style-type: none"> • <i>As needed, assist clients with shopping for groceries and other items.</i> • <i>As needed, while maintaining confidentiality at all times, transport clients to doctor and/or dentist appointments and assist with those tasks as requested by the client.</i>
<i>Safety</i>	<ul style="list-style-type: none"> • <i>Demonstrating due diligence, meet safe work practices by identifying, reporting, documenting, and addressing safety concerns/issues as they arise.</i>
<i>Administration Tasks</i>	<ul style="list-style-type: none"> • <i>On a daily basis, accurately and appropriately document and update client logs with client confidentiality in mind, while paying close attention to details and tasks.</i> • <i>Attend and actively participate in all staff meetings and assigned training sessions as required by management.</i>

Key Skills and Aptitudes:

Above all else, the incumbent must be caring and compassionate and demonstrate excellent communications, active listening and customer service skills. Solid organizational, time management and problem solving skills are required. The incumbent must be detail-oriented, flexible to changing tasks, self-motivated, and possess the ability to work independently while maintaining confidentiality at all times.

Equipment: Telephone, stove, washer and dryer, vacuum cleaner, household appliances, motor vehicle, computer.

Required or Recommended Qualifications or Experience:

- i. **Education** (preferred): High school diploma
- ii. **Certification** (if applicable): PCW (Personal Care Worker or similar) or CCA (Continuing Care Assistant) preferred but not required
- iii. **Professional/Technical Knowledge:** First Aid and CPR (required); Food Handler training (required); WHMIS (required) Alzheimer's Disease and Other Dementias Care course (preferred)
- iv. **Experience** (preferred): Prior experience working with individuals in need of care due to physical or mental limitations.
- v. **On-the-job Training Time** (expected): 3 months
- vi. **Other:** access to personal motor vehicle required

Physical demands: Floor-to-waist lift of up to 20lbs, horizontal lift of 40lbs and the ability to move, push or pull up to 50lbs; completing repetitive motion tasks; frequent twisting, turning, kneeling and bending.

Minor Disadvantages: Potential exposure to dust, dirt, fumes, heat, cold, noise, cigarette smoke, wood smoke, inclement weather and poor lighting conditions.

Evaluation/Review Process and Criteria: Satisfactory completion of 3-month probationary period followed by a yearly review on the worker's anniversary date.

Contacts and Interactions

Contact	Purpose/Result of Contact	Frequency
Scheduler	Obtain information regarding changes to work schedule	Weekly or more often
Nurse	Report and update on changes or general condition of clients; discuss issues with clients' care	As needed, bi-weekly at a minimum
Administrative Assistant	Obtain information	As needed
Clients, hair dressers, etc.	To take clients to appointments and confirm same	Monthly, as needed
Pharmacists	Refill clients' prescriptions	As needed