



Job Title: Caregiver

Category I: Universal Precautions Apply

Reports to: Health Services Director

Purpose of Job Description:

The Caregiver provides assistance in activities of daily living to residents as needed and in accordance with their respective Negotiated Service Agreement/Service Plan in a Guardian Angel Homes Community. Responsibilities include providing physical, social, and emotional support throughout residents' daily lives.

Organizational Structure:

- The Caregiver reports to the Health Services Director.
- The Health Services Director reports to the site Administrator.
- The Administrator reports to the Chief Operations Officer.

Responsibilities:

- Assist/provide resident specific care needs as identified in respective service plans.
- Ensure all resident care needs are provided in a private setting.
- Respond to resident medical emergencies, incidents, and accidents as directed by licensed nursing staff and site Administrator.
- Administer and provide assistance with medications as delegated by licensed nursing staff, and according to respective resident's prescribed medications and Negotiated Service Agreement/Service Plan.
- Frequent communication and coordination of projects, resident care and needs, and other job-related duties with other site departments is required.
- Clean and sanitize all work areas and equipment before and after use.
- Participate in setting department specific target goals for continuous process improvement and provide education, support, and accountability to all staff to achieve goals.
- Keep accurate records as required by GAH and state and federal regulatory bodies.
- Ensure all common areas and resident suites are maintained in a clean, organized, and sanitary fashion.
- Maintain confidentiality of all resident Protected Health Information as indicated within HIPAA guidelines.
- Other duties as assigned by administration.



Working Conditions:

- Works in well-lighted and ventilated area(s) throughout the facility.
- Sits, stands, bends, lifts and moves intermittently during working hours.
- Subject to frequent interruptions.
- Routine involvement with professional and non-professional personnel, residents, family members, visitors, government personnel, outside agencies/vendors, and the general public under all conditions and circumstances.
- Attends and participates in continuing education programs as required.
- Subject to falls, injuries from equipment, odors, etc. throughout the work day. Safety equipment provided as required by federal, state, and local regulations.
- Subject to exposure to infectious waste, diseases, conditions, etc., including exposure to the Covid-19, HIV, and Hepatitis B viruses. PPE provided and must be utilized as required by federal, state, and local regulations.

Requirements:

- Must possess current training/certification as specified by state agency or ability to obtain required training/certification within specified time frame.
- Must complete all required preservice and in-service training within required time frames.
- Must have basic computer skills.
- Must pass criminal background check in accordance with state requirements.
- Must obtain/maintain current First Aid and/or CPR certification as required.
- Must obtain/maintain current Food Handler's Permit.
- Must be able to lift 50 pounds.
- Must be able to write in English language in a legible and understandable manner.
- Must be able to speak the English language in an understandable manner.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability and willingness to deal tactfully and harmoniously with professional and non-professional personnel, residents, family members, visitors, government agencies/personnel, and the general public.
- Must be a minimum of 18 years of age.
- Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to practice continuous resident advocacy.
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have the ability to function independently, have flexibility, personal integrity and knowledge to work effectively with residents, family members, staff, and other support agencies.
- Must be in good health and demonstrate emotional stability.



ACKNOWLEDGMENT

I have read the job description and fully understand the requirements set forth therein. I hereby accept the position of Caregiver and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand as a result of my employment, I may be exposed to the Covid-19, HIV, and Hepatitis B Viruses and will take appropriate prevention classes as outlined by the individual state Administrative Codes.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the community or myself and such termination can be made with or without notice. My signature below will indicate that I have received a copy of this job description and I fully understand and am willing to perform the duties outlined in it.

Employee Name (Print)

Employee Signature **Date**

Witness Signature **Date**

Universal Precautions Risk Classification Categories:

- 1(I) -Tasks may involve exposure to blood/body fluids.**
- 2(II) -Tasks do not involve contact with blood/body fluids but could result in performing category I tasks.**
- 3(III)-Tasks do not involve any risk of exposure to blood/body fluids.**