

### **JOB DESCRIPTION**

Job Title: Caregiver

Salary Status: Non-Exempt

Location: Pathways Assisted Living and Memory Care Neighborhood, Goodyear

Department: Assisted Living

Reports To: Resident Care Director

Last Date Updated: June 1, 2015

### **JOB SUMMARY:**

Responsible for the delivery of care that promotes the dignity, independence, self-determination, privacy, and choice of each resident, upholding state standards and promoting the philosophy, policies, and protocols of the company. Engage with staff and residents and “empower every person to celebrate life at its best.” Daily demonstrate our values of attitude, integrity and teamwork.

### **PRIMARY JOB DUTIES:**

1. Provide direct patient care, including bathing, feeding, dressing/undressing, toileting, lifting, positioning, transferring, medication administration, vitals etc.
2. Maintain accurate and complete patient records and reporting.
3. Review service plans and report any changes in resident’s condition.
4. Work effectively as a team member with other care providers.
5. Maintain a clean, orderly, welcoming living space for residents.
6. Assist resident in participating in activities as appropriate.
7. Provide activities to residents as assigned and encourage their participation.
8. Professional communication with residents, visitors, staff, and outside agencies such as hospice or other service providers.
9. Must be able to perform a variety of household chores such as laundry, dishes, vacuuming, dusting, etc.
10. Other duties as assigned.

### **REQUIRED EDUCATION/TRAINING**

1. Must be a Certified Caregiver
2. Must have current CPR/First Aid Certification
3. Must have current Food Handlers card or obtain Food Handlers card within 10 days of employment
4. Must attend at a minimum six (6) hours per year (while working at Pathways) of care related education.
5. Must complete a Competency Exam prior to hire
6. Training/Experience will be verified by a combination of the following:
  - verification of previous work experience as listed on employment application
  - satisfactory completion of competency exam
  - Orientation

**REQUIRED EXPERIENCE:**

- Three months experience preferred.

**REQUIRED SKILLS AND COMPETENCIES:**

1. Must be able to read, write, speak and understand the English language.
2. Must be able to follow complex directions
3. Must have computer skills including expertise with Microsoft office software.
4. Must demonstrate the knowledge and skills necessary to provide care appropriate to the age-related needs of the residents served.
5. Must possess the ability to make independent decisions when circumstances warrant such action.
6. Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the general public.
7. Must have patience, tact, a cheerful disposition and enthusiasm, as well as the willingness to handle difficult residents. Must be able to relate information concerning a resident’s condition.
8. Must provide physical and behavioral care to residents with cognitive deficits. ie; interventions, assistance with medication administration, behavior modification

**PHYSICAL DEMANDS/WORK REQUIREMENTS**

1. Must be able to move intermittently throughout the workday.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must be able to relate to and work with ill, disabled, elderly, emotionally upset, and at times, hostile people within the facility.
4. Must be able to push, pull, move and/or lift a minimum of 100 pounds using a gait belt.
5. Will be necessary to assist in the evacuation of residents during emergency situations.
6. Is subject to call back at Assisted Living Manager’s discretion during emergency conditions (e.g., severe weather, evacuation, post-disaster), etc.
7. Is subject to injury from falls, burns from equipment, odors, etc. throughout the workday, as well as reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
8. May be subject to the handling of and exposure to hazardous chemicals and biological waste.

I understand that this job description is not all-inclusive and is subject to change due to business necessity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. I also understand that this job description does not constitute a contract of employment or nor alter my status as an at-will employee.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek.

I understand that I will be required to work on weekends and holidays.

Employee: \_\_\_\_\_  
PRINT NAME

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_