



## Caregiver Job Description

Summary: Assisting community members with activities of daily living; including personal hygiene, bathing, mobility, offering hydration, promoting attendance at activities, and other duties as assigned.

### Qualifications:

- High school graduate or equivalent
- Experience with electronic records
- Experience as a Caregiver preferred
- Physical and emotional capacity, education, and experience to respond to the needs of the community members
- Physical demands such as; standing, walking, sitting, bending, pushing, pulling, climbing stairs, hearing, seeing, kneeling, lifting up to 35 pounds or more with a team member
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Flexibility to meet the 24 hour care needs of community members
- Must be at least 18 years of age – can be 16 years old with State of WI and Administrator approval

### Duties and Responsibilities:

Assist community members as outlined below using Person Centered Care, CARES approach or Positive Approach to Care.

- Assist community members with activities of daily living such as toileting, bathing, personal hygiene, dressing, and oral care, following their care plan.
- Assist with transfers using mechanical lifts with another team member.
- Assist community members with hydration, meal set-up and eating assistance as needed.
- Deliver meal trays, according to each community members' individual nutritional needs.
- Assist community members to and from dining room and assure all community members are accounted for at each meal.
- Observe residents' condition and report any significant changes to the Nurse on Duty.
- Take and record vital signs as requested.
- Promptly respond to activated code alerts, bed alarms and door alarms within 5 minutes.
- Tidy community member's rooms including change bed linens as needed and remove trash every shift. Tidy other common areas around the facility.
- After completion of CBRF medication administration class and approval from designated RN, administer medication as per the orders provided by the healthcare professional.
- Assist community members to engage in person-centered activities have conversations and participate with them as appropriate using St Monica's HEART program.
- Complete laundry and ensure it is delivered back to the room in a timely manner.



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- Do routine rounding to ensure that each resident is comfortable, dry and safe in their room.
- Attempt to resolve community members' issues by using St Monica's Values – Faith-based service, integrity, teamwork, appreciation, compassion, respect, competence, patience and commitment.
- Follow the Chain of Command – Care Team Supervisor, Director of Nursing, Administrator.
- Document care provided to residents in Eldermark Point of Care.
- Greet visitors appropriately and direct them to their destination.
- Respond to emergency situations by following St Monica's policies and procedures.
- Caregivers report to the Care Team Supervisor.
- Report to Care Team Supervisor when not able to work.
- Complete 15 hours of required training according to state and federal regulation.
- Treat all community members with respect, dignity and compassion.
- Assist to provide community members with a safe, home-like environment.
- Have a neat, clean appearance and adhere to the dress code policy.
- Perform all other duties as assigned by nurse on duty or the lead caregiver.

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

St. Monica's Representative \_\_\_\_\_ Date \_\_\_\_\_