



Caregiver Job Description

Summary: Assisting residents 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
- Certified Nursing Assistant preferred
- Experience with electronic records
- Experience as a Caregiver
- Physical and emotional capacity, education and experience to respond to the needs of the resident
- Physical demands such as; standing, walking, sitting, bending, climbing stairs, hearing, seeing, kneeling, lifting up to 25 pounds
- Ability to effectively communicate with confidence, clarity, precision, and professionalism
- Must be at least 18 years of age

Duties and Responsibilities:

- Assist residents with activities of daily living such as toileting, bathing, dressing, and oral care
- Assist the residents that require assistance with eating or delivering of meal trays, according to each resident's individual nutritional needs
- Assist residents to and from dining room
- Assure all residents are accounted for in the dining room at meal times
- Offer hydration and nutrition
- Observe residents' conditions and report any significant changes to healthcare professionals
- Take and record vitals
- Answer code alerts and respond to door alarms
- Tidy residents' rooms and other common areas around the facility
- Change linen and ensure that any soiled linen is transported to the dirty disposal bin immediately and according to St. Monica's policy
- After medication class and approval from Nursing Supervisor, administer medication as per the orders provided by the resident's healthcare professional
- Direct residents to routine recreational activities
- Collect and do laundry and ensure that resident's laundry is delivered back to the room
- Ensure that each resident is comfortable in his or her room
- Attempt to resolve residents' issues by employing tact and compassion



Caregiver Job Description

- Act as a “shoulder” in times of residents’ personal distress
- Transport residents in wheelchairs
- Document care provided to residents in Eldermark Point of Care
- Greet visitors and direct them to the right room
- Develop positive and relational bonds with residents by engaging them in conversation
- Respond to emergencies by employing training by following St. Monica’s policies and procedures
- After medication class and approval from Nursing Supervisor, dispense medications to resident after successful completion of medication administration training
- Report to Nurse or Nursing Supervisor
- Report to Nurse Supervisor when not able to work or when in overtime
- Complete 15 hours of required training according to state and federal regulation
- Perform other duties as assigned by nurse on duty

Employee Signature _____ Date _____

St. Monica’s Representative _____ Date _____