

**SEQUOIA SENIOR LIVING
JOB DESCRIPTION**

Job Number	Job Title: Caregiver CA
FLSA Status: Non exempt	Department: Assisted Living or Lighthouse
Date Reviewed: 7/1/2016	Prepared by: BOD

SUMMARY

The Caregiver is responsible for providing personal assistance and routine daily care and services related to the residents in accordance with the Resident Care Profile, and as may be directed by the Executive Director and Assisted Living Director in order to enhance the residents' independence and quality of life. In addition, the Caregiver is responsible for assisting residents with recreational activities to help maintain their optimum level of functioning. **Reports to:** Assisted Living Director or Lighthouse Care Director or Lighthouse Program Director, as assigned.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities described below are representative of those an employee encounters while performing the basic functions of the position. While every effort has been made to identify the essential functions of the position, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Assist residents in their Activities of Daily Living (ADL) tasks as needed and directed. This includes bathing, grooming, personal and dental hygiene, transportation to meals and activities, bowel and bladder functions (e.g., take to bathroom, portable commode, change incontinency products, etc.), shaving, dressing, and hair care.
2. Respond to resident's needs promptly while maintaining each resident's self-respect, personal dignity, personal safety and confidentiality.
3. Assist residents into and out of bed and wheelchair as needed, following safe lifting/transferring techniques.
4. Assist residents at mealtime, providing assistance with serving meals and clearing tables after each meal, as directed. Deliver room trays, as directed.
5. Encourage residents to participate in daily activities such as bed making, laundry, and setting tables.

6. Encourage and assist residents in keeping rooms neat and maintaining a safe environment.
7. Assure that residents are dressed and groomed appropriately.
8. Communicate any observed or suspected resident change of condition to a supervisor immediately.
9. Respond timely to resident pull chords/alerts. Carry walkie-talkie on person and respond as required.
10. Assist Activities Department staff in carrying out planned activities. Assist residents in preparing for activity and social programs.
11. Assure that resident care sign-off sheets are completed by the end of each shift.
12. Assist new residents with arranging personal items and help to familiarize them to new surroundings, by introducing them to other residents.
13. Use Universal Precautions and follow established policies concerning exposure to blood/body fluids.
14. Perform fire and safety procedures when needed to assure resident/staff safety.
15. Display tact and friendliness when dealing with residents, families and visitors.
16. Attend scheduled in-service classes and mandatory staff meetings.
17. Maintain all required certifications/licensures as required by state law.
18. Per State of California regulations, as a “mandated reporter” you must report all known or suspected incidents of resident abuse of dependent adults or elders.
19. Provide support to community’s marketing efforts through positive/friendly interaction during all property tours and telephone contact with the public, and as directed by a supervisor.
20. Maintain a safe and secure environment for all staff, residents and guests, following established safety standards.
21. Encourage teamwork through cooperative interactions with co-workers and other departments.
22. Support a positive and professional image through actions and dress.
23. Performs other duties consistent with the position as assigned by the Assisted Living Director, Dementia Care Director, Dementia Program Director or Executive Director.

MINIMUM QUALIFICATIONS

Minimum Age Requirement:	Must be at least 18 years of age.
Education:	High school diploma or equivalent.
Experience:	One year experience in a health care environment or equivalent preferred.
Mathematical Skills:	Ability to do simple mathematical calculations.
Reasoning Skills:	Ability to work patiently with cognitively impaired individuals
Oral/Written Communication Skills	Ability to read, write, and speak English Ability to follow oral and written directions.
Equipment Used:	Standard household equipment (dishwasher, iron, vacuum cleaner, washer, dryer).
Physical Effort:	Must be mobile. Ability to assist cognitively impaired people with activities of daily living. Able to perform physical requirements of the job. Good physical health verified by a health screening, including a chest x-ray or an intradermal test result not more that 6 months prior or seven (7) days after employment.
Personal Characteristics:	Possesses good character and displays high degree of personal integrity. Ability to work with others in providing care. Ability to show sincere compassion towards cognitively impaired older adults. Demonstrates genuine concern for the physical and emotional needs of older people and their families.
Working Conditions:	Air-conditioned, well-lighted health care environment. In dementia unit, ability to work in secured area with heavy interaction with a demented population.
Other: (As required by Title 22)	Employee must pass a criminal record clearance prior to beginning work in the community. Employee must possess current first aid training. Employee must be at least eighteen (18) years of age.

JOB RELATIONSHIPS

Supervises:	N/A
Supervised by:	Assisted Living Director, Dementia Care Director or Dementia Program Director

N/A = Not required in this position O = Occasional: Performed or encountered 1% to 33% of work time F = Frequent: Performed or encountered 34% to 66% of work time C = Constant: Performed or encountered 67% to 100% of work time	N/A	O	F	C
Supervision/ Managing				
Supervising	X			
Managing	X			
Work Setting				
Sitting for long periods	X			
Operating standard office machines		X		
Operating computer	X			
Moving freely about property				X
Answering/using telephones			X	
Stock Handling Examples of Weights Lifted and Frequency				
A ream of paper or less (5 pounds)			X	
A small record storage box (5-20 pounds)			X	
A case of bottles (20-30 pounds)			X	
Furniture, bales, crates, drums (80 pounds or more)			X	
Resident Care				
Pushing wheelchair			X	
Turning residents			X	
Helping residents walk			X	
Lifting residents		X		
Helping residents sit up			X	
Mobility				
Walking				X
Standing			X	
Bending			X	
Climbing		X		
Crawling		X		
Visual Requirements				
Overall vision			X	
Color perceptions			X	
Depth perceptions			X	
Reading/close up work			X	

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Field of vision/peripheral			X	
Dexterity				
Handling			X	
Reaching			X	
Grasping			X	
Fingering			X	
Feeling			X	
Hearing/Talking				
Hearing normal speech			X	
Hearing on the telephone			X	
Hearing faint sounds		X		
Talking in person			X	
Talking on the telephone			X	
Calculating/Interpreting				
Calculating		X		
Comparing		X		
Editing	X			
Evaluating		X		
Interpreting		X		
Organizing/Planning				
Organizing			X	
Consulting		X		
Analyzing		X		
Planning			X	
Designing		X		

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Documenting/Implementing				
Documenting		X		
Specifying		X		
Coordinating			X	
Implementing			X	
Presenting		X		
Emotional/Psychological Factors – Exposure to				
Stressful situations			X	
Trauma, grief, death		X		
Public contact			X	
Decision making			X	
Concentration			X	
Environmental Conditions				
Noise		X		
Dirt, dust, smoke, fumes		X		
Cold, heat (indoors)		X		
Cold, heat (outdoors)		X		
Additional Requirements to the Position (List)				
Compliance with the Property’s Exposure Control Plan.				X
Compliance with the Property’s Blood Borne Pathogens Standard.				X
Compliance with the Property and Department’s safety and emergency procedures.				X
Responsible for resolving, reporting, and anticipating potentially hazardous conditions.				X

STATEMENT OF UNDERSTANDING

I have read this job description and fully understand the requirements outlined above. I accept the position of Caregiver and agree to perform the identified essential functions in a safe manner and in accordance with the company’s established procedures. I understand that my employment is at-will, and thereby understand that my employment may be terminated by the company or myself at any time, for any reason or no reason. I further understand that nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____