

## **Craig Cares Job Description**

**Job Title:** Caregiver / Personal Attendant

**Reports to:** Staffing Coordinator and/or Client Services Coordinator

**Purpose:** To provide personal care and homemaker services to clients in their homes.

### **DESCRIPTION:**

Personal Attendant Duties shall include the following:

Bathing, showering, getting in and out of bed or chair, toileting, preparing meals, managing money, shopping for groceries or personal items, using the phone, or housework when related to independent living of the client and can't be done by the client themselves.

Provide caregiver services of personal care and light housekeeping for clients in their home.

Assist them with the activities of daily living as described below.

### **QUALIFICATIONS:**

Must have 6 months demonstrated experience as a caregiver or be a certified CNA or HHA.

Must show the ability to read, write and follow oral and written instructions.

Have a valid California drivers license and proof of car insurance.

Have a current negative TB test.

Have a clear DOJ and DMV background check.

Pass a Drug Test.

Ability to communicate with clients and to remain calm under stress.

Physical ability to lift and transfer clients.

Ability to perform repetitive tasks using hands, bending, stooping and reaching.

Ability to safely drive a car.

These lists of qualifications are not all-inclusive and additional measures may be developed in the future.

### **JOB DUTIES/KNOWLEDGE**

1. Assists with personal care activities including:

Baths (sponge, tub, shower and bed bath), oral hygiene, skin care and foot care, grooming of hair (shampoo and combing), shaving and ordinary care of nails, toileting (including changing briefs) catheter and colostomy care, transferring (bed to chair, wheelchair and shower, etc.), dressing and undressing, ambulation, medication assistance, other personal care activities as needed

2. Assists with household tasks necessary to the client's health care needs including:

Planning and preparing nutritious meals, assisting in feeding client as appropriate, light housekeeping of client's environment, including linens and making bed, laundry of client's clothing and bedding, shopping, errands, Dr. appointments, vacuuming, mopping, dusting etc. Other household duties as required.

4. Uses equipment and supplies safely. Follow safety program. Adhere to Universal Precautions.

5. Assists in range of motion exercises and other procedures as instructed.

6. Maintain a written log of daily activities and maintain receipts of all client money used to purchase goods or materials for the client's care. Documents care provided daily, consistent with agency requirements.

7. Reports any changes in client's condition to the Supervisor immediately.

8. Performs other duties as requested.

**Degree of Description to Routine, Overtime** -Great flexibility required due to constant changes in the client schedules. Under Wage Order 15, this position is exempt from overtime laws regarding working over 8 hours in a day and over 40 hours in a week.

**Safety Hazards** - Prolonged periods of walking, sitting, standing, and driving. Some heavy lifting, bending and stooping is required. Repetitive motions using hands, bending and reaching. Exposure to Blood Borne Pathogens.

**Physical Demands** - Must be able to walk, sit, stand and drive for long periods of time.. Must be able to reach, bend and stoop for prolonged periods of time. The employee must regularly lift and /or move up to 40 pounds, frequently lift and/or move up to 50 pounds. Must be able to do heavy lifting in regards to transferring clients.

**Clients-** Our clients come from a variety of backgrounds and have a variety of care needs due to their condition. Clients with Dementia or on certain medications may say or do something that is inappropriate. This job may involve language or conduct that some people may find offensive. You must understand and accept that this is part of the job. If you find yourself in this situation and are offended you must contact your supervisor immediately.

**Personnel Policy** - It is the policy of Craig Cares Inc. to base hiring and job performance decisions solely on an individual's ability to perform essential job functions. Craig Cares is an equal opportunity employer. We strive to maintain our work environment free of discrimination and harassment of any nature. Craig Cares Management acts to prevent, remain alert for, and if present, end discrimination based on race, religion, age, ethnic background, national origin, ancestry, physical or mental disability, marital status, pregnancy, childbirth, medical conditions, sexual preference, gender identity and gender, except where otherwise required for personal care assignments. Persons with disabilities are eligible for this or any position provided they can perform those functions with reasonable accommodation.