Caregiver Job Description and Services Provided by At Ease Home Care

As an employee of At Ease Home Care you may be involved with in-home services, including support and assistance with daily activities to enable our Client to continue living in his/her own home. You may also be delegated to perform tasks of nursing care in selected situations, under a Registered Nurse’s delegated authority.

Overview
As the Caregiver you are expected to provide skilled personal assistance to each Client, assuring that all policies and procedures are observed throughout the assignment for in-home care. All care provided will be within the parameters established in the Client’s individual Service Plan.

The Caregiver reports to the Agency Administrator or Home Care Manager. Caregivers delegated to perform tasks of nursing care, in selected situations, will be supervised directly by a Registered Nurse overseeing the Client’s care.

Primary Duties
Provide skilled personal assistance including, but not limited to, bathing, dressing, personal grooming and hygiene, toileting and elimination, mobility and movement assistance, nutrition/hydration/feeding and any other assistance needed to assure that all personal (non-medical) needs are met, within the parameters established in the Client’s Service Plan.

Provide housekeeping and other support services, including, but not limited to, laundry, shopping, errands, transportation, within the parameters of the Client’s Service Plan. May provide specifically delegated tasks of nursing care, in selected situations, under the direct supervision of the RN and in compliance with Oregon Administrative Rules.

Maintain safety by protective oversight and direct non-medical interventions as needed.

Review the Client Service Plan for clarity and to understand services required

Provide Assistance with self-administration of non-injectable medication or, with appropriate delegation of specific task, may provide medication administration or Medication set-up in accordance with the Oregon Administrative Rules and training standards.

Complete chart notes following every shift, accurately and within trained parameters.

Become familiar with the characteristics of dementia/Alzheimer’s and appropriate coping strategies.

Be knowledgeable of the Client’s behavior patterns, effects and side effects of medication, changes in behavior and appetite, sleeping habits, doctor appointments, and other pertinent information.

IMMEDIATELY report any significant changes, accidents, or incidents to the Administrative staff. For Clients receiving nursing care, report any changes, accidents, incidents to the Registered Nurse and the Administrative staff.

Keep AEHC Administrative Staff apprised of any and all Client changes

Keep the Client’s home clean, orderly, organized and safe at all times.

Maintain Client’s clothing in a neat and clean manner.
Prepare meals according to the menu plans (including any special dietary needs). Provide focused individual activities, physical exercise and mental stimulation in accordance with the Service Plan. Interact with Clients, families and other staff in a professional manner. Participate in all scheduled Caregiver trainings, educational seminars, and staff meetings to ensure annual state training compliance requirements are met. Keep accurate records of all assigned schedules and hours worked. Meet all policies, standards and compliance regulations of At Ease Home Care. Return all phone calls and/or respond to all requirements and requests of AEHC, within designated time frames. Adhere to the AEHC dress code, as reviewed in the AEHC Employee Manual, and appropriate to the individual Client requirements.

**Requirements**

- Attend all mandatory care giving trainings
- Be able to lift up to 30 pounds
- Keep accurate records of all assigned schedules and hours worked
- Maintain confidentiality with our Clients
- Participate in scheduled Caregiver meetings
- Comply with all AEHC policies, procedures and compliance regulations

I understand my responsibility to uphold and maintain an INFECTION CONTROL environment with each of my Clients. I agree to be in compliance with Oregon Health Care Licensure regulations for maintaining a clean and safe environment through regular handwashing and diligent personal hygiene. I have received INFECTION CONTROL training to learn how to reduce the spread of germs and assist in creating healthy in-home care conditions.

I understand my responsibility to uphold Client confidentiality and the Client's Bill of Rights in all matters of my care giving, and that my rights as a Caregiver are also protected. It is also understood that At Ease Home Care, Inc. is my employer and that all employment compensation is made directly to me by said company. I agree to attend Caregiver meetings and mandatory trainings to the best of my ability. Throughout my employment, and at the time of termination from At Ease Home Care, Inc., I agree not to solicit nor contact current Clients with said company for my employment, personal or commercial gain. I agree to give At Ease Home Care, Inc. a minimum 2-week notice, to the best of my ability, should I plan to resign from my job as Caregiver.