



## **FirstLight Home Care of The Peninsula**

### **POSITION DESCRIPTION**

TITLE: Professional Caregiver

REPORTS TO: Owner/Office Manager

FLSA STATUS: Non-Exempt

### **ESSENTIAL DUTIES**

- Provide general attention to the non-medical needs of client(s) following an established Plan of Care. This may include personal hygiene, toileting, bathing, oral care, hair and/or skin care.
- Assist client(s) in and out of bed, excluding the use of mechanical lifting equipment unless trained and documented as competent to do so.
- Assist client(s) with walking, including the use of walkers, wheelchairs, and canes, when applicable.
- Provide meal planning, preparation and serving as required.
- Assist with medication reminders.
- Assist with prescribed exercises when the client has been instructed by the appropriate health professional.
- Record and report changes in the client's physical condition, behavior, or appearance to the supervisor.
- Report any unusual incidents and act quickly in cases of emergency.
- Adhere to HIPAA Privacy regulations.
- Provide general companion care services.

### **EDUCATION/EXPERIENCE**

- High school diploma or general education degree (GED); OR more than one-year related experience and/or training; OR equivalent combination of education and experience.

### **CERTIFICATIONS, LICENSURE & REGISTRATION**

- CNA and/or HHA Certification(s).
- Must possess a valid Driver's License and maintain adequate auto insurance.
- Must maintain current CPR certification.



## **EXPECTATIONS**

- Professional Caregiver and FirstLight Home Care will commit to a work schedule consisting of 4 days during the work week and be available to take shifts within this schedule each week. Additionally, the Professional Caregiver will commit to working at least two weekends per month.
- Professional Caregiver will accept all shifts assigned by FirstLight Home Care which are assigned during the 4-day work schedule up to a minimum of 36 hours.
- Professional Caregiver will have the opportunity to work additional hours beyond the 36 hours work schedule and the potential to work overtime (over-time rate will apply after 40 hours are worked in a given work week). The Caregiver will not be penalized for declining additional shifts above and beyond the 36 hours work schedule.
- While FirstLight Home Care will not prohibit employment elsewhere, Professional Caregiver should not work somewhere that may pose a conflict of interest or interfere in fulfilling the 36-hour work schedule.

## **BENEFITS**

- Professional Caregiver will have the opportunity to earn 1.5 hours of PTO time per pay period that can be used for time off after a 90 probationary period has been completed and with 2-week prior notice to FirstLight Home Care. PTO must be used in the same calendar year it was earned. FirstLight Home Care will allow a roll-over up to 10 hours of PTO each calendar year, anything above that will be forfeited.
- Professional Caregiver will be paid on an hourly basis and based on a 36-hour work schedule weekly, provided they have accepted all shift assignments provided by FirstLight Home Care.