

CAREGIVER – CNA/PERSONAL CARE ASSISTANT

JOB SUMMARY:

A paraprofessional individual who is certified by the state and is specifically trained and competent to perform assigned functions of personal care to the client in their residence. Provide basic care to clients; assist in daily living activities such as bathing, dressing, eating, toileting to those who cannot do these tasks alone.

ESSENTIAL FUNCTIONS:

- Understands and adheres to established Agency's policies and procedures.
- Performs personal care as assigned.
- Assists clients with personal hygiene, including shower, tub or bed baths, oral care, hair and skin care.
- Assists clients in the use of toilet facilities, including bedpans.
- Assists clients in and out of bed, excluding the use of mechanical lifting equipment unless trained and documented as competent.
- Assist clients with walking, including the use of walkers and wheelchairs, when applicable.
- Assists clients with self-administration of medications.
- Meal preparation and feeding, when required.
- Assists with prescribed exercises when the client and the aide have been instructed by the appropriate health professional.
- Records and reports changes in the client's physical condition, behavior or appearance to supervisor or Case Coordinator.
- Documents services delivered in accordance with the Agency's policies and procedures.
- Completes appropriate visit records in a timely manner as per the Agency's policy.
- Reports changes in the client's condition and needs to the appropriate supervisor.
- Performs household services essential to home care in the home as assigned.
- Ambulates and exercises the client as assigned.
- Assists with self-administered medications as assigned.
- Attends in-service and continuing education programs as scheduled and necessary.
- Attends client care conferences as scheduled.

JOB SPECIFICATIONS:

- Must meet State certification for Home Health Aide training program and competency.
- Have an empathetic attitude toward the care of the sick and elderly.
- Ability to carry out directions, read and write, exchange accurate information with clients and staff members.
- Maturity and ability to deal effectively with the demands of the job.

Working Environment:

Works indoors in FirstLight Home Care office, and client homes, including temporary client's residence such as skilled nursing facilities, and travels to/from client homes.

Lifting Requirements:

Ability to perform the following tasks if necessary:

- Participate in frequent physical activity.
- Maintain stamina during extended periods of time while standing and being involved in physical activity.
- Moderate lifting not to exceed 25 pounds.
- Constantly position self to do extensive bending, lifting and standing on a regular basis to assist clients.

Risk Exposure:

High Risk

JOB RELATIONSHIPS:

Supervised by: Administrator and Care Coordinator

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time.

I have read the above job description and fully understand the conditions set forth therein, and if employed as a caregiver, CNA or personal care assistant, I will perform these duties to the best of my knowledge and ability.

Date

Signature