



Job Description – Caregiver

Job Summary: The Caregiver is a front line position acting as a representative of **ALLWAYS Home Care** and provides a variety of non-medical services offered by the company. Caregiver duties are not limited to those listed as the position has a wide scope of duties at times dependent on the client. The Caregiver will mostly work independently of co-workers or supervisors and therefore must balance good judgement and initiative along with adherence to company policies. The following list is a guideline of possible duties to be performed independently or as a group of duties in the course of working with the client.

Primary Responsibilities:

Companionship services stimulate, encourage, and assist individuals. The primary responsibilities of companionship include:

- Conversation with clients and taking a genuine interest in their daily life and their home environment.
- Preparing meals, cooking, baking, serving, washing and drying dishes, and cleaning up after meals.
- Monitoring clients' self-compliance with medication and other therapies and reminding them as needed.
- Engaging clients in interactive and healthy activities such as board games, cards, and puzzles.
- Assisting clients with walking and stabilization.

Light Housekeeping and Errand services include:

- Dusting, mopping floors, vacuuming, changing bedding, scrubbing bathroom and kitchen counters, watering plants, taking out garbage, and general tidying of living spaces as required or requested.
- Laundry pre-washing, washing, drying, ironing, folding and storing clothing and bedding.
- Feeding, exercising, walking, playing with, and cleaning-up after pets.
- Using a caregiver's personal vehicle, transporting and escorting a client to the grocery store, appointments, and other local errands.

Secondary Responsibilities:

- Maintaining a safe working environment for themselves and their clients.
- Reacting quickly and using sound judgement in emergency situations.
- Contributing to a positive living environment to enhance a client's quality of life.
- Reporting any significant changes in a client's needs or living conditions.
- Reporting hours according to company policy.
- Communicating regularly with supervisor.
- Performing other reasonable duties as assigned.

Place of Employment: Client homes, work sites outside of the client homes as required and other work sites as required by ALLWAYS Home Care management.

Supervised by: ALLWAYS Home Care President and Care Manager

Supervises: n/a

Work Hours: This position may require various shifts at various times (including nights, weekends, and overnight) in one or more work sites.

Additional Qualifications: The Caregiver must possess the minimum education, experience, and skills to perform the primary and secondary responsibilities of the job. Additional qualifications include:

- Ability to lift, push, or pull 25 pounds.
- Ability to bend, twist, stoop, kneel, reach, and stand for long periods of time.
- Ability to withstand exposure to dust, mold, mildew, and cleaning solutions.

General Notes: This document describes the general nature and level of work for the position. It is not a comprehensive list of the responsibilities. ALLWAYS Home Care reserves the right to modify the description in the future with or without notice. The responsibilities for this position are subject to possible modification to reasonably accommodate individuals with disabilities. This job description does not create an employment contract, nor imply it. Employment with ALLWAYS Home care remains at will.