

## ST. JOHN'S COMMUNITY CARE

### JOB DESCRIPTION

#### TITLE: CAREGIVER

#### SUMMARY:

Under supervision of Director of Home Services or Care Coordinator, provide homemaker services and non-medical personal care to clients of St. John's Community Care.

#### WORK SCHEDULE:

The position of Caregiver is a part-time, hourly position. Hours scheduled vary, depending on client demand.

#### RESPONSIBILITIES:

1. Provide personal care and supervision of client. Bend, stoop, squat, crouch, kneel, ascend/descend stairs, push/pull, lift up to 25#, reach above shoulder level
2. Perform light housekeeping and laundry services. Bend, stoop, squat, crouch, kneel, ascend/descend stairs, push/pull, lift up to 25#, reach above shoulder level
3. Shop for groceries and other items; prepare meals. Bend, stoop, squat, crouch, kneel, ascend/descend stairs, push/pull, lift up to 25#, reach above shoulder level
4. Provide transportation for clients, if authorized by supervisor. Must possess valid driver's license, wear corrective lenses if required.
5. Notify St. John's immediately if client falls, is injured, or becomes ill.
6. When appropriate to client abilities and situation, teach client or family homemaking and/or personal skills.
7. Notify St. John's of any situation which could jeopardize the well-being of a client (for example, failure to take medications appropriately, failure to care for self adequately when unsupervised, or sudden change in behavior).
8. Report elder abuse to Illinois Dept. on Aging Elder Abuse Hot Line (1-866-800-1409) as mandated by state law. For suspected abuse of disabled adults under age 60, contact your supervisor.
9. Complete client log when present and other case documentation as required. Read, write and speak understandable English.
10. Complete required documentation of hours worked and submit on timely basis.
11. Attend in-house workshops to meet the requirement for continuing education.
12. Work cooperatively with other caregivers and supervisors.
13. Respect the confidentiality of clients and their families at all times.
14. Other duties as assigned by supervisors.

## **SKILLS, KNOWLEDGE AND ABILITIES:**

1. Knowledge and skill equivalent to four years of high school.
2. Experience as a homemaker, either in own home or employment.
3. Demonstrated record of reliability.
4. Ability to deal with ill, disabled and elderly in a compassionate and patient manner.
5. Ability to meet flexible schedule.
6. Sound decision-making skills to enable caregiver to work in client homes without on-site supervision.

## **QUALIFICATIONS AND REQUIREMENTS:**

1. Complete an application including authorization to check references, to conduct criminal record checks (including fingerprint check) and to obtain a driving record abstract.
2. Possess a valid driver's license and vehicle liability coverage of at least \$50,000/individual and \$100,000/accident and \$50,000/\$100,000 uninsured/underinsured driver coverage. (This requirement is waived if caregiver does not drive to assignments and has no car available during shift.) In case of an accident involving a Client occupying a Caregiver's vehicle (occupying means in, upon, or getting in, out, on, or off) the Caregiver's insurance may be the primary chargeable insurance.
3. Caregivers are required to complete a minimum of four (4) hours of training prior to their first assignment. The Caregiver must also complete at least an additional four (4) hours of training within first thirty (30) days of employment. Caregivers are expected to complete all orientation requirements within the first thirty (30) days of employment unless there are extenuating circumstances.
4. Be dependable regarding attendance (fewer than 4% absences) and punctuality.
5. Present a professional image, both in appearance and manner. Abide by St. John's Appearance Standards.
6. Abide by all policies and procedures of St. John's Community Care.

*St. John's Community Care is an equal opportunity employer*