

CAREGIVER JOB DESCRIPTION



Job Title: Caregiver

Reports To: Administrator/Alternate Administrator/Supervisors

Summary: Assists in essential caregiving and companionship to agency clients and performs associated tasks. This Caregiving position is considered a Variable Hour position.

REQUIREMENTS:

All Trilogy Home Care Caregivers will:

- Pass a background screening on a pre-employment and annual basis.
- Pass a drug screening on a pre-employment and randomly, per company policy.
- Have reliable transportation within the agency service area of Multnomah, Clackamas, Washington, and Yamhill counties.
- Communicate regularly and dependably with administrative staff.
- Complete required initial and continuing education training, by the assigned deadlines.
- Complete initial Orientation and Medication Administration training workshops and ongoing Professional Development workshops.
- Establish competency in fundamental caregiving and medication services tasks prior to starting service with agency clients.
- Provide Care and Companionship for Trilogy Home Care's clients, as assigned.
 - A minimum of 20 hours per month is required to maintain active employment.
 - Caregivers are required to accept assignments on 2 weekend days each month.
- Uphold and demonstrate Trilogy Home Care's Mission Statement and core values.
- Follow clients' Individual Service Plans completely, accurately, and safely.
- Maintain accurate and complete documentation at every assignment.
- Practice required Infection Control protocols at all times.
- Adhere to company and HIPAA Confidentiality protocols at all times.
- Consistently complete clocking in and clocking out procedures as required.
- Be able to read, write, and speak English for the purposes of essential business operations.
- May participate in Quality Assessment, Performance Improvement (QAPI) activities.

ESSENTIAL RESPONSIBILITIES

- Provide safe and effective care and companionship to Trilogy Home Care clients, including but not limited to assistance with clients' Activities of Daily Living, Instrumental Activities of Daily Living, Medication Services (including Medication Reminding, Assistance, and Administration), and RN delegated tasks, as assigned
- Understand and adheres to established policies & procedures
- Competently execute all care tasks per client's Individual Service Plan
- Maintain consistent and reliable communication, via email, phone, etc. with the Administrative and Client Care Team
- Complete all documentation, logs, and forms pertaining to client care in a detailed and thorough manner
- Coordinate care with Client Care Supervisors and RNs (when applicable) and reports observations and changes in the client's condition in a timely manner
- Maintain competence in specific RN delegated tasks for which training has been provided. Responsibility to execute RN delegated tasks will be reviewed quarterly.
- Take accurate vital signs; temperature, pulse, respiration, and blood pressure, as assigned
- Complete all required initial and continuing education, as assigned. Annual training consists of a minimum of 7 hours of in-service per calendar year

- Maintain an acceptable attendance record, per policy 3.02.03
- Coordinate scheduling with the Scheduling Manager per policy
- Complete all work assignments, as assigned and confirmed
- Follow Universal Precautions, per policy 6.01.03
- Perform simple procedures as an extension of therapy service, as directed
- Maintain a clean and neat work environment
- Demonstrate sound judgment and decision making
- Adhere to Trilogy Home Care standards of excellence
- Maintain a clean and well-groomed appearance, follow dress code, per policy 3.02.06
- Demonstrate effective time management skills
- Attend position related in-services, conferences, and staff meetings
- Attend all mandatory in-service programs, as scheduled
- Maintain current licensure, insurance, etc, as applicable.
- Participate in Quality Assessment/Performance Improvement (QAPI) meetings, as scheduled.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is required to stand and walk for periods of time dependant on the needs of the client. The employee must occasionally lift and/or move up to 100 pounds, depending on the assignment.

Physical demands may include (but is not limited to) completing such tasks as:

- Companionship (Activities, reading, writing letters, outings, etc.)
- Promoting Client Independence
- Light Housekeeping (Laundry, Dishes, Vacuuming, Surface Cleaning, etc.)
- Meal Preparation (planning, preparation, clean-up) including Special Diets/Nutrition
- Pet and Plant Care
- Escort for Shopping, Errands, Outings, Appointments, etc.
- Transportation – client's vehicle or caregiver's vehicle
- Medication Services, including Nebulizer Treatment/Oxygen
- Assistance with Personal Hygiene
 - Assisting with Safe Toileting/Incontinence Care
 - Grooming (Shaving, Combing Hair, etc.)
 - Oral Hygiene (Denture Care, Teeth Brushing, etc.)
 - Bathing (Bed, Tub, Shower)
 - Dressing Client
 - Skin Care, Hand & Nail Care, Foot Care (not to include toenail trimming)
- Feeding & Positioning (aspiration prevention precautions)
- Monitoring Vital Signs
- Measuring and Monitoring Input/Output
- Fall Prevention and Assisting with Mobility
- Transferring (Pivot/Slider Board/Hoyer)
- Turning/Positioning in Bed or Wheelchair
- Care for the Visually/Hearing/Speech Impaired, Assistance with Hearing Aids
- Care and Use of Prosthetic/Orthotic Devices/Braces
- Coordination with Other Disciplines
- Speech and/or Physical Therapy/ROM Exercises

- Occupational Therapy Exercises (Including Stroke Rehabilitation)
- Dementia/Alzheimer's Care
- End of Life Comfort Care
- RN Delegated Tasks, including but not limited to
(with client-specific training and oversight by an agency RN):
 - Diabetic Care – CBGs and Insulin Administration
 - Oral Suctioning
 - NG, PEG, Gastrostomy Tubes
 - Tube Feeding
 - Wound Care
 - Pneumatic Compression Stockings
 - Ostomy Care
 - Enemas, Bowel Care, Etc.
 - Intermittent Straight Urinary Catheterization
 - Foley Catheter Irrigation

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BACKGROUND SCREENING:

In compliance with OAR 333-536-0050, Trilogy Home Care verifies employability by conducting a criminal background check on all potential employees and annually thereafter. Background screening includes local and national searches, federal courts search, sex offender registry search, Motor Vehicle Records search, and List of Excluded Individuals and Entities (LEIE) database search.

Criminal activities barring employment as a caregiver include, but are not limited to: criminal homicide, kidnapping and unlawful restraint, indecency with a child, sexual assault, aggravated assault, injury to a child, elderly individual, or disabled individual, abandoning or endangering a child or elderly individual, aiding suicide, agreement to abduct from custody, sale or purchase of a child, arson, robbery, and aggravated robbery.

A person may not be employed in a position the duties of which involve direct contact with a client in a facility before the fifth anniversary of the date the person is convicted of: assault, that is punishable as a Class A misdemeanor or as a felony; burglary; theft, that is punishable as a felony; misapplication of fiduciary property or property of a financial institution), that is punishable as a Class A misdemeanor or a felony; or securing execution of a document by deception), that is punishable as a Class A misdemeanor or a felony.

EDUCATION/EXPERIENCE:

High school diploma or general education degree (GED); Certified Nursing Assistant; with one year related experience and/or training (preferred); or equivalent combination of education and experience.

COMMUNICATION:

Reliable access to the internet and a computer are required for some online training. Consistent and reliable access to a computer/tablet and a phone are required to conduct essential and recurring business function, i.e. receiving schedules and communicating with the Administrative and Client Care Team.

LANGUAGE ABILITY:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and Individual Service Plans. Must be able to read, write, and speak English.

MATH ABILITY:

Basic math and computation skills.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES AND LICENSES:

No certificates or licenses required.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job will be carried out primarily in clients' home residences. Some visits to the Trilogy Home Care office will also be necessary. The noise level in the work environment is usually quiet.

STATEMENT OF EMPLOYABILITY

I understand the above job description completely and do hereby attest that I have the qualifications and skills necessary to perform this job at the level of excellence expected at Trilogy Home Care. Furthermore, I attest to my employability as a caregiver, per Oregon state law. I understand that the above job description will be used during my annual performance evaluations. I have been explained my position on Trilogy Home Care's organizational chart and know who my immediate supervisor(s) are.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____