

CAREGIVER POSITION DESCRIPTION

Caregivers are paraprofessional members of the care team who work under the supervision of the Care Manager and the Director of Nursing. They perform various personal care and support services as necessary to meet client needs.

Koved Caregivers operate according to the expectation that all clients will receive the highest level of care possible, delivered in a manner that maximizes their dignity and quality of life.

CAREGIVER TASKS/RESPONSIBILITIES

- Procedural/Operational:
 - Provide standby personal care, oversight, and companionship for clients.
 - Meet the safety needs of clients and follow proper communications protocol in case of an emergency.
 - Report any changes in the client's condition or when any milestone has been reached to the Care Manager.
 - Adhere to Koved Care documentation and care procedures and uphold Koved standards of personal and professional conduct.
 - Send progress notes to Care Manager at the end of each shift.
 - Update Care Manager on all changes/ deviations from care plan, immediately when requested by client/family or if occurring unrequested.
 - Alert Care Manager on all changes/additions to the Home Book and update immediately.
- Daily Routine: Koved Caregivers have a unique responsibility to engage in daily activities to ensure that clients thrive, and their quality of life is optimized.
 - Organize and manage client's household as dictated by the care plan.
 - Complete regular chores, including housekeeping, changing of bed linen and laundry for the client, as instructed by the care plan.
 - Plan, shop and prep for nutritious meals in accordance with dietary desires and restrictions, as outlined in the Care Plan.
 - Assist the client with their exercise routine and regular physical activity as directed by the Care Plan.
 - Assist the client in continuing external social activities, in accordance with client's interests and as recommended by the Care Plan.
 - Remind the client to self-administer medication.
- The following tasks are specific to geriatric clients. These activities are provided on a 'stand-by-assist' basis. Upon licensure activities of daily living can be provided on a hands on basis.
 - Helping client to dress and undress

- Standby assistance with personal hygiene

QUALIFICATIONS

- Minimum certification: CNA or HHA, plus psych experience, as appropriate.
- Minimum experience of 1 year in home health.
- Psychiatric and geriatric experience desirable