

HomeChoice Network, Inc.
Job Description

Position: Caregiver

Summary:

The caregiver is responsible for the delivery of contracted services to the client at the authorized location and by agreed upon schedules. The contracted services will at all times be limited to in-home aide services.

Reports:

Agency Supervisor and/or Agency Director

Primary Duties:

1. Provide in-home aide services to the client.
2. Understand and follow the appropriate policies and procedures.
3. Maintain and promote professional relationships with the client/responsible parties, and families at all times.
4. Deliver all services in a friendly and courteous manner.
5. Accurately complete in a timely manner all required documentation.
6. Maintain competencies as required by applicable laws, rules and regulations.
7. Limit all lifting to a maximum of 25 pounds.

Essential Functions and Tasks:

1. Become familiar with the services required by the client before beginning the assignment.
2. Arrive at the assignment as scheduled and work until the end of the scheduled time.
3. Review and understand the fire evacuation plan.
4. Locate and review the Emergency Contact Log.
5. Practice Universal Precautions.
6. At all times limit activities to in-home aide services. Should the client require medical assistance, notify the emergency contact and the business office immediately.
7. Attire will be appropriate to the assignment and must be clean and in good repair at all times.
8. The nametag will be worn at all times while on duty.
9. Services will be delivered according to approved policy and procedure.
10. If the client/responsible party requests a change in services or has a question regarding the contracted services, contact the business office for prior approval.
11. Report any safety concerns or changes in client condition to the business office.
12. Maintain a positive attitude and friendly approach for the delivery of services.
13. Maintain a valid driver's license and current auto insurance.
14. Inform the Business Office Director of any change in contact information (Telephone, Address, Times Available, and etc.)

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- 15. Submit any travel mileage to the business office on a weekly basis.
- 16. Will be a representative of the company at all times while on duty and in public settings with the client.
- 17. Immediately report any suspected abuse or neglect to the Business Office Director/Owner.

Physical Environment

Services are provided in multiple settings which may involve exposure to common household cleaning supplies, pets, plants, second hand smoke, variable temperatures, and multiple food products.

I have read and understand the Job Description as detailed above and understand that any tasks may be modified or changed. I accept responsibility for knowing modifications and/or changes in this description.

I can perform the essential functions of this job detailed above with or without reasonable accommodations.

I fully understand and agree to limit all lifting to a maximum of 25 pounds.

Associate Signature Date HomeChoice Network, Inc. Date