



Job Description: Care Giver

Reports To: Resident Care Manager

Position Summary

A Care Giver works closely with residents to address service needs such as peri-care, dressing, grooming, cueing, bathing, toileting, dealing with behavioral issues and reporting changes to R.N. and Resident Care Manager. Individuals employed in this position need to be a friend to residents. This person, and all staff, must always observe resident rights. Each Care Giver is responsible for reporting suspected abuse of a resident immediately, as are all staff members.

Essential Duties & Responsibilities

- Provide direct resident care as assigned
- Conduct resident rounds on a routine basis – always knocking and/or calling out to resident before entering apartment
- Communicate changes in resident's condition, likes and dislikes and family concerns with all departments
- Problem-solve issues with R.N., Med Aide, and Resident Care Manager
- Initiate corrective action as necessary and/or seek assistance
- Review Resident Service Plans, sign and perform the service as outlined – Notifying R.N./Med Aide of changes in service needs
- Assist residents with ADL's – Cue residents as needed – Encourage as much independence as possible
- Listen to resident and family complaints and report problems to Resident Care Manager and/or R.N./Med Aide
- Know how to use a gait or walking belt and use when ambulating, transferring or lifting residents
- Be alert for subtle changes in residents' condition and report to R.N.
- Consistently work cooperatively with residents, Resident Care Manager, R.N., all staff, physicians, families, consultants, and ancillary service providers
- Carry out assignments provided by R.N. and Med Aide

Policies & Procedures

- Follow Resident's Rights policies at all times
- Follow established performance standards and perform duties according to nursing service policies and procedures
- Assume personal responsibility for following facility procedures related to control of equipment and supplies
- Practice good infection control procedures by good hand washing, using Personal Protective Equipment (PPE) as needed
- Document incidents and/or unusual problems according to established facility procedures
- Follow facility procedures for admission, discharge, and transfer of residents
- Assume accountability for data contained in the employee's handbook
- Observe all facility safety policies and procedures
- Conserve energy-electricity and water

Documentation

- Read communication book before beginning care of residents
- Document in the progress notes changes in resident's condition and the resident's response or lack of response to service provided
- Check calendar for resident appointments and labs. Remind resident of appointments and assist as needed.
- Complete incident reports as needed
- Take vital signs and record appropriately when requested by R.N. or Med Aide

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Resident Services

- Identify changes in resident's condition or resident's concerns and report them immediately to R.N./Med Aide
- Answer call lights – Carry pager & Keys
- Assist resident in managing incontinence and report changes to R.N./Med Aide
- Ambulate with residents as needed – Escort residents to and from activities and meals in appropriate manner including wheelchair as needed
- Provide tray delivery service when needed
- If you assist a Resident in getting to the Dining Room, take their meal order and turn it in. As needed, help deliver meals and bus tables in the Dining Room
- If part of the resident's service plan: Cue residents for events and meals, change linen on residents' beds, do laundry as needed or transport laundry to laundry room, bathe, dress, groom and perform general housekeeping duties,
- Communicate with residents and listen to their cares and concerns
- Be a friend to the residents – Listen to them and help them participate in activities they are interested in – Assist resident in caring for pets and/or plants as needed

Other Duties

- Participate in facility education programs scheduled.
- Attend all classes as assigned and complete assignments
- Fill-out timecard completely and timely
- Come to work in a clean, neat attire and consistently present a professional appearance
- Identify safety hazards and emergency situations, and initiate corrective action
- All staff is encouraged to participate in marketing and fundraising
- Answer the telephone using proper telephone etiquette
- Operate the fax machine, pager & two-way radio
- Come to work as scheduled and consistently demonstrate dependability and punctuality
- Accept assigned duties in a cooperative manner
- Function with inside and outside environmental conditions
- Assist new employees in following established facility policies and procedures
- Perform other related duties as directed by Director of Resident Services and R.N.

Full Care of the Resident can include some or all of the following services:

(Keep in mind to encourage the residents to do as much as possible for themselves)

- Assist resident to the bathroom/toilet
- Brush teeth or dentures
- Wash face and hands
- Shave
- Peri care
- Dress upper and lower
- Brush hair
- If resident wears glasses, hearing aids or a pendant, please make sure they are clean, working, and on. You may have to change batteries.
- Make bed, change linens if needed or if it is their day to have linens washed
- Tidy up room and remove any garbage
- Take garbage out to dumpster
- Put dirty personals in their baskets and take to housekeeping if it is their designated laundry day
- Always take dirty peri washcloths and any clothes soiled with B.M. to housekeeping. -use the hopper and place in a bag
- Assist residents to and from the Dining Room, activities, mail, etc. as needed
- Provide nail care on shower days

Education & Qualifications

- High School diploma or equivalent preferred
- Experience in a health care setting is desirable

- Communicate well (verbally and in writing) with the elderly and disabled, resident families, public and facility staff
- Hear, see, speak, sit, push, pull, lift, balance, kneel, reach, grasp, walk, stand, stoop, squat, and bend to adequately perform the functions of the job
- Flexibility to work the hours required to meet the needs of the residents
- Ability to work and relate well with people
- Organizational and efficiency skills
- Work as a team member
- Possess current CPR (including abdominal thrust) and First Aid certification for health care providers (new hires will have thirty (30) days to obtain certification)
- Possess Food Handlers Card for Oregon
- Complete Online Courses for Pre- Service Education & Dementia Care as assigned, competency review

Acknowledgement

- I have read the Care Giver job description for Willamette Manor and fully understand the requirements of this position. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Signature

Date