

Caregiver Job Responsibilities and Limitations

- **On-Time Arrival:** Always arrive on time or a few minutes early for your caregiver job. Call the Main Office phone line- (618)667-8400 immediately if you are running late.
- **Always Call the Client by Their Last Name:** Such as Mrs. Smith, unless the client tells you it is acceptable to call them by their first name.
- **Get Acquainted:** This is your first task. Make the client feel comfortable and relaxed. Thank them for allowing you to work with them and let them know you are glad to have the opportunity to be their caregiver. Ask them to tell you about themselves and their preferences and share some of your interests.
- **Review the Care Plan:** This is your reference tool and where you will document the care in a Care Plan documentation log. Make sure you discuss with the client where to keep it and be sure to refer to it each day and to record care plan notes.
- **Discuss the Client's Meals and Favorite Foods:** Begin to understand the dietary requirements of the client and learn the nutrition guidelines.
- **Do Not Give Your Friends or Family the Client's Phone Number.** If your family has an emergency or needs to reach you at work, have them call the Main Office phone line- (618)667-8400 and they will contact you.
- **Cell Phone:** Do not receive or make calls from your cell phone while at work. Your cellular mobile phone should be turned off and out of sight.
- **Do not Solicit Money at Any Time, for Any Reason**
- **Hourly Caregivers:** Report to work at client's home or assisted living community or senior care center and work for the scheduled hours of service. Receive hourly pay for the number of hours worked..
- **Live-in Caregivers:** Report to work at client's home and stay over-night with the client for one or more nights, taking a break for down-time in the evening and sleeping at night. A minimum of 8 hours of sleep must be received, although the caregiver may need to get up in the night if the client needs assistance. Receive daily stipend for the work. Caregivers must provide their own meals. If the caregiver cannot receive adequate sleep at night, the service will move to hourly around-the-clock care which is sometimes necessary for end-of-life care.
- **Medication Monitoring:** Caregivers must take extra care to monitor the client's medications according to the Care Plan. Medication reminders are an important part of senior care. When a variety of medications are prescribed, taking the medications at the scheduled time and in the proper manner is very important in order for the medication to have the proper results. Example: medications may be prescribed to be taken with food or on an empty stomach or before bedtime. Medication monitoring simply means following a medication schedule. Caregivers do NOT administer medications as only a medical doctor may prescribe medications and authorize a registered nurse to administer doses in some cases.
- **Medication Problems:** Sometimes clients who have memory loss or other issues may refuse to take their medicine as prescribed. Call your Care Manager for advice and guidance on how to handle the situation. An experienced Care Manager can provide coaching on how to best convince the client to take their medication as prescribed. Sometimes doctors will prescribe a medication in a liquid form or change a dose if the client has adversity to taking a pill.