

## CAREGIVER JOB DESCRIPTION

- Light Housekeeping: cleaning dishes, dusting, vacuuming, sweeping and mopping the floors, cleaning up after meals, making bed and changing bed linens when needed, taking out garbage, etc.
- Light Laundry: bed linens, personal clothing, and other articles- for client only.
- Cooking: fast and easy to full course meals. Plan and prepare meals, helping the client eat, monitoring food expiration dates, etc.
- Running Errands for the Client: only when approved through the office. Includes- grocery shopping, picking up dry cleaning, etc. Also includes escorting clients to appointments with necessary updates (physical therapy, hair salon, etc) and/or religious services or events.
- Personal Care & Hygiene: assist client with bathing, dressing, grooming, oral care, elimination, changing undergarments, etc.
- Transfers & Mobility: assist clients with transfers in and out of bed, chair, wheelchair, and/or car. Assist clients with their mobility- walking, light exercise, hands on, hands off, with walker, cane, wheelchair, motorized scooter, etc.
- Companionship/Activities: help client engage in physical & mental exercises, help maintain client's calendar and organize mail, engage in activities with client (such as games, memory books, etc), companionship, conversing and/or watching TV with client, and just being with the client, making them feel safe and comfortable.
- Medication Reminders: be attentive to the times that the client is supposed to take medication. Remind client and keep proper documentation of this.
- Documentation: record daily care notes and report any significant changes to the office.

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Applicant's Printed Name

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Applicant's Signature

Date

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Office Staff Signature

Date

**DUE TO OUR INDUSTRY TYPE:**

YOU MAY BE ASSIGNED TO A DIFFERENT CLIENT AT A MOMENTS NOTICE PER THE OFFICE'S REQUEST.

YOUR ASSIGNED CLIENT SHIFT MAY BE CANCELLED WITH LITTLE TO NO ADVANCE WARNING DUE TO A CLIENT'S DEATH, SERIOUS INJURY, ACCIDENT, ETC.

**POSITION APPLYING FOR:** circle one of both

*1. 24 Hour Live-In Shift Work:*

Shift is 24 hours: you are not allowed to leave the client during the shift.

You are able to sleep when the client sleeps- 5-6 hours.

You are able to sleep in an extra bed or comfortable couch.

Up to three shifts in one work week.

RATE OF PAY: \$125.00 per day. \*\*\$100.00 taxable & \$25.00 non-taxable\*\* (non-taxable- expense reimbursement for gas, food, etc.)

Overtime calculated on the hours worked on the holiday day itself- adjusted rate see payroll staff for more details.

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**Initials**

*2. 3-16 Hour Shift Work:*

Shifts range from 3-16 hour shifts.

RATE OF PAY: \$8.25 per hour. OVERTIME: \$12.38 per hour.

Mileage reimbursement is calculated on miles driven from your house, to client's house, and back to your house. Reimbursement is given if you drive over 30 miles in one day. \$0.25 a mile, for each mile over 30 miles. \*\*Not to exceed \$10.00 max per day.

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**Initials**

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