



## **Live-In Caregiver Job Description**

### **Summary:**

Provides services as assigned in the home of clients; performs related work as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This job will be under supervision if required by state law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

### **Qualifications, Education and Experience:**

- High school diploma or G.E.D. preferred and the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Language and literacy skills are adequate to communication needs and requests of the client.
- HHA, PCA or CNA preferred, or comparable and relevant experience and/or training.
- 1+ years of experience caring for a senior or the elderly in either the acute, long term care or community based care setting preferred.
- Compassionate provider of personal care, homemaking, and companion services.
- Ability to pass a thorough Criminal and Background Record Check.
- A minimum of 4 recent references (2 personal and 2 professional).
- Cleared fitness to work and 2-step PPD test.
- Have personal qualities including: compassion for the elderly; honesty, trustworthiness, reliability, and patience with those in need.
- Reliable transportation to a client's home and/or a valid driver's license and auto insurance if required by the client.

## **Essential Duties and Responsibilities:**

- Carry out the prescribed services for the client as detailed in the Client Requested Services.
- In personal care cases - support to the client in all necessary and requested activities-of-daily-living including bathing, preventive skin care, toileting, ambulation and transfers (total body weight or full assistance lifts require client supply of mechanical lift), ambulation, active/participative-range-of-motion exercises, grooming, hand nail care, and mouth care.
- Assistance with self-administered medications only, with periodic prompts and reminders.
- companionship/sitter activities to include walking, reading, visiting, games, talking, etc.
- Independence training or safety supervision upon client request.
- Homemaking support in the form of personal laundry, including sheets and towels, cleaning of bathroom, client's personal space, kitchen and light cleaning of general living areas, meal preparation, menu planning, shopping, errands, and transportation of client to appointments.
- Reports changes in the client's condition, family situation, or needs to the appropriate supervisor/health professional.
- Takes and records vital signs, completes required reports and records on time and accurately.
- Reports to work as scheduled and be adaptable to client schedule, preferences and requests.
- Reports to work with a clean, well-groomed appearance.

Other duties may be assigned.

## **Worker Attributes:**

- Does not demonstrate need or tendency to take advantage of client's dependency, assets or vulnerability.
- Able to prepare simple meals.
- Able to demonstrate appropriate cleaning technique for bathrooms and kitchens.
- Language and literacy skills are adequate to communication needs and requests of the client.

## **Hours:**

Eight to ten (8-10) active service hours per day staggered at intervals over eleven to thirteen (11-13) hour awake period over work week as requested. Hours may vary. Schedule may be for 2-7 days upon request. Caregiver will receive at least 5 hours of

sleep per night. Minimum of two (2) hours of personal time with no work responsibilities, including Client supervision, per day. No more than four (4) hours without a fifteen (15) minute period of personal time. Caregiver will be relieved from all duties to take meals (of at least 30 minutes each). No more than four (4) hours without a fifteen (15) minute period of personal time.

**Compensation:**

Room and Board provided, private sleeping and storage space with three (3) unpaid meals of at least 30 minutes each, and one (1) snack per day. If the Worker is requested to eat with the client, it will be considered compensable time. Standard rates with built-in calculation for room and board compensation, as allowed by applicable law. Only actual hours of sleep time (not to exceed 8 hours) will be treated as non-compensable sleep time, as all interrupted hours during which work is performed will be counted as compensable work time. While the 5-hour-minimum need not be 5 continuous uninterrupted hours of sleep, if work-related interruptions are so frequent as to prevent Caregiver from receiving at least 5 hours of sleep, the entire period will be considered compensable hours worked. Caregiver will document in writing any interrupted hours of sleep the previous night that will count as compensable work time, and will submit to Griswold such documentation countersigned by Client.

Unpaid vacation at worker's request with one (1) month scheduling notice to office. Relief and respite for daily, weekend or weekly unpaid leave at worker's request with two (2) week notice to office.