

# HERITAGE POINTE

## *Seniors Living in the Jewish Tradition*

*No matter what your job/position is at HP, you share with all the people here, one principle function - to ensure our Residents receive the best care and service ...the one thing you will always be held accountable for is the exercise of your best judgment.*

**CURRENT REVISION DATE:** August 2017  
**POSITION TITLE:** CAREGIVER  
**POSITION CATEGORY:** Non-Exempt, Full-time, Part-time, per diem  
**POSITION SUPERVISES:** N/A  
**POSITION REPORTS TO:** Director of HealthCare Services

**I. BASIC PURPOSE OF POSITION:**

Ensure and promote ongoing social and physical stimulation, spiritual, cultural and intellectual needs of the Assisted Living Residents. Assist with supervision and maintaining Resident safety especially during periods of heaviest care needs. Able to provide direct personal care, enhance Resident dining experience, and maintain clean environment. Communicates with other departments to ensure Resident needs are met. Performs and participates in daily activities and events for all Residents. Promotes Resident well-being and satisfaction through support with all activities of daily living.

**II. CUSTOMER/CLIENTS SERVED BY POSITION:**

The Residents, family members, guests, visitors, team members, department staff, state and federal regulators and outside community.

**III. EDUCATION REQUIREMENTS:**

High school diploma and or equivalent or two years proven work experience in dementia care or Assisted Living in lieu of diploma.

**IV. EXPERIENCE REQUIREMENTS:**

Six (6) months experience working in Assisted or Alzheimer program preferred.

**V. SPECIAL SKILLS, LICENSES, CERTIFICATION AND/OR SPECIAL TRAINING REQUIREMENTS:**

Course/certificate, ability to work with medical professionals, families and staff, speaking, reading and writing in the English language is a must. Able to communicate well with and relate well to senior population. General knowledge of oxygen tanks and equipment. Ability to read and interpret written procedures and directions. Medical terminology helpful and knowledge of proper transfer techniques necessary. Complete forty (40) initial hours of training during first four (4) weeks of employment and twenty hours (20) of training annually, thereafter - including 12 hours (12) of dementia training. Able to pass pre-employment physical/TB test and obtain fingerprint clearance as required by our licensure.

# HERITAGE POINTE

## *Seniors Living in the Jewish Tradition*

### **VI. ESSENTIAL JOB DUTIES THAT MUST BE SAFELY PERFORMED WITH OR WITHOUT REASONABLE ACCOMODATION WITHOUT POSING A DIRECT THREAT TO OTHER EMPLOYEES, RESIDENTS OR SELF:**

1. Provides assistance as required for ADL's. Records care given daily.
2. Ability to assess and to respond to Resident and staff medical emergencies following protocol & basic first aid training.
3. Report Resident changes to LVN Supervisor or delegate and documents same.
4. Ability to transfer Residents with appropriate assistance. (i.e., from bed to wheelchair or from wheelchair to toilet).
5. Lead, participate, encourage and monitor Resident participation in social activities.
6. Report changes in Resident behavior, mental and physical condition.
7. Follow safety guidelines in the facility, including proper lifting techniques & universal precautions when providing care to Residents.
8. Assures that Residents' personal clothing is clean and in good repair.
9. Ability to organize care and services to the assigned group of Residents achieving the time lines for attendance at meal times and activities as desired to attend by the Resident.
10. Maintain confidentiality and respect for Resident's privacy. Complies with Residents rights.
11. Assist with the training and orientation of new staff as it pertains to the role of the caregiver.
12. Clean up following Resident accidents, such as diarrhea, vomiting, etc.
13. Gives daily report to oncoming shift personnel.
14. Follows instructions given by Director and/or supervisor.
15. Other duties as assigned.

### **FACTORS AFFECTING WORK PERFORMANCE – attendance, reliability, interpersonal, adaptability, judgment, mission, adherence to policy and regulatory requirements.**

1. Make time to have fun at work, laugh, breathe and smell the roses.
2. Regular, punctual attendance. Flexibility in schedule as it may include weekends, evenings and holidays.
3. Additional duties as assigned by supervisor.
4. Attend daily shift report, department staff and "All" employee staff meetings.
5. Timely completion of work assignments.
6. Be a team player and able to get along well with co-workers and other departments.

### **Mission, Vision, Policy and Regulations – HP Philosophy, adherence to policy, judgment**

1. Familiarize self with Heritage Pointe mission/vision, rules, policies and procedures and same with the Jewish Tradition as observed by our Residents, family and guests.
2. Observes safety regulations; to include but not limited to wearing appropriate safety equipment, reporting work related injuries, using proper body mechanics and responding to fire/disaster alarms and wearing name badge.
3. Follow timekeeping policy utilizing timeclock to record all hours worked to include mandatory meal period of thirty minutes by the 5<sup>th</sup> hour of work & OT is authorized by supervisor.
4. Wear appropriate clothing per facility and assisted living uniform policy to include name badge.

# HERITAGE POINTE

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5. As a matter of HP policy and federal and state law; follows confidentiality and privacy policy, applies “minimum necessary”, “needs to know” guidelines on all PHI information and reports non-compliance violations to the Administrator.
6. As a mandated reporter per DOJ requirements; attends Mandated Reporter Abuse training meetings, will report all abuse incidents; physical, emotional, financial, sexual, verbal, completing the 1) SOC 341 form, mailing or faxing, 2) calling the ombudsmen and/or department of health services; for Assisted Living and Independent Living, call Ombudsmen, and APS (adult protective services), and 3) informing supervisor so Resident can be protected.
7. Follow the corporate compliance standard and employee code of conduct, of performing work with an ethical behavior and utilizing proper business conduct and professional practice, that complies with applicable laws, rules and regulations; as serving the Residents, preserving the organizational reputation, maintaining Resident/employee trust, community respect. Reports non-compliance or concerns to Corporate Compliance Officer.

### **VII. EQUIPMENT AVAILABLE FOR JOB DUTIES:**

1. Digital thermometer, 2. Wheelchair, 3. Weighing Scale, 4. Radio and emergency alarm system, 5. Wrist Watch with a second hand.

### **VIII. PHYSICAL DEMANDS:**

While performing the duties of the job, the employee is regularly required to stand and walk on their feet for several hours at a time. Hands, fingers, arms are frequently used for holding, stretching, and reaching. The employee will be expected to balance, kneel, stoop, bend and crouch. The employee must be able to lift or move, unassisted, up to 25 lbs. Excellent vision and hearing are required due to the safety of our Residents. Good verbal communication. Able to lift up to 25lbs and move 25lbs unassisted.

I, (Print Name) \_\_\_\_\_, have read the job description entitled **Caregiver for Heritage Pointe**, and pledge to perform to the best of my ability each duty and responsibility to the highest standard possible. I also understand that this job description does not imply a contract or agreement. It outlines the job duties for the position of Caregiver. Further, I am committed to understanding the sensitive, ethical and confidential nature of the position and realize that comprising this could lead to immediate consideration of termination. Employment at Heritage Pointe is “At Will”. For any reason, at any time, with or without cause or notice, and Heritage Pointe or myself may terminate the employment relationship.

\_\_\_\_\_  
Caregiver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date

*A signed copy of this job description will be placed in your personnel file for future referencing and used for evaluation purposes throughout the year.*