

**Executive Senior Services, LLC 11365 Sunrise Park Drive, Ste 200
Rancho Cordova CA 95742, 916-514-9421, info@splendorseniorcare.com**

Job Description: Care Giver

Department Resident Care Services

Reports Directly to, Assistant Administrator:

Description of Position:

Provides direct personal care and supervision to the clients at the facility. The staffing pattern for this department is primary care. Promotes resident wellbeing and satisfaction through support with activities of daily living. Communicates with other staff to ensure resident needs are met.

Staffing Pattern:

The Resident Care Services department at this assisted living facility staffs through a primary care structure. Each Care Giver will be charged with all the personal care duties of their resident assignment.

Qualifications for the Position:

The Care Giver shall be at least eighteen (18) years of age and have a criminal clearance prior to presence in the facility. The Care Giver will also have passed a physical and have a chest (or an intradermal test) performed by a physician within the prior six months of employment. The physicians report shall indicate whether the person is physically qualified to perform the duties to be assigned, and whether he/she has any health condition that would create a hazard to him/herself, other staff members or residents. Personnel with evidence of physical illness or emotional instability that poses a significant threat to the well-being of residents will be relieved of their duties.

To carry out the responsibilities of this position the individual is required to have training or will go through training of care giving in the geriatric realm. Basic First Aid certification is required. Physical ability to perform the duties, including the ability to assist with mobility and resident transfer is essential. Good mental health is required. The individual must be able to communicate effectively with the residents, family health professional. Additionally, the individual must possess the capability to read, understand and carry out care plans and physician orders.

All caregivers shall have a criminal record clearance prior to presence in the facility. All caregivers will have TB test clearance within 7 days of employment and the health screening within 7 days of employment. The Criminal record clearance will be cleared by both the D.O.J. and F.B.I.

Responsibilities of the Care Giver

1. Assist with activities of daily living, including assisting residents with taking their centrally stored medications. Following facility protocol, licensing regulation and guidelines for both resident and employee safety.
2. Follow safety guidelines in the facility, including proper lifting technique and universal precautions when providing care to the residents.
3. Follow the schedule of duties for the Care Giver, as well as the individual plan of care for each resident including scheduled activities.

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4. Function as a team, assisting coworkers as the need arises.
5. Monitor resident activity, food intake, functional status, psychosocial status, taking action as required to promote resident well-being.
6. Report status change immediately to the supervisor.
7. Act immediately on any resident crisis, following protocol and basic first aid training.
8. In the event all assigned duties cannot be completed ask for assistance and report to the Administrator.
9. Any other assignments made by your direct supervisor or administrator.
10. Prepare meals for the residents.
11. Promote open communication between health care professionals, families, residents, and staff.
12. Do all Laundry and Housekeeping services for the residents and the facility that is required.