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Position Description

Position: Caregiver

Reports to: PAS Supervisor

Summary

Caregivers deliver personal care, supportive home care, respite, and mentoring services to individuals requiring in-home assistance. They are employees of the Compass IL (CIL) PAS agency program. Caregivers are directly supervised by the PAS Program Director, in coordination with the consumers for whom they provide personal services.

Essential Duties and Responsibilities include the following;

- ✓ Assist individuals living in their own homes, with the goals of maximizing their independence for as long as possible.
- ✓ Demonstrate and disseminate IL Philosophy in daily work action. Serve as an advocate for the rights of people with disabilities in the community at large.
- ✓ Protect consumer and agency information by adhering to confidentiality standards
- ✓ Provide and encourage IL Skills in areas of daily living as directed by care plan
- ✓ Assists with homemaking chores including, meal planning/preparation, shopping, laundry, dishes, cleaning, companionship, and transportation/escort
- ✓ Provides quality cares as directed by care plan
- ✓ Complete in a thorough, accurate and timely manner all time sheets and other documentation required to maintain program services.
- ✓ Participation in mandatory trainings and staff meetings
- ✓ Be trained in the provision of personal services and in each skill the caregiver is assigned.
- ✓ Perform tasks assigned by the RN with the training that has been provided
- ✓ Report any changes to the RN
- ✓ For Medicaid billing the caregiver cannot be a person who is legally responsible relative of the consumer you are providing personal services to.
- ✓ Accompanying consumer to obtain medical diagnosis and treatment; you are required to maintain minimum levels of insurance. Proof of insurance must be submitted to the CIL/PAS program.

- ✓ Demonstrate safety precautions for consumer and self by using proper body mechanics, use or infection control, etc.
- ✓ Observe all policies stated in the CIL PAS employee policy manual

Qualifications: To successfully perform this job, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities necessary for this role. Reasonable accommodations may be provided to enable individuals with disabilities to fulfill the essential functions. CIL/PAS utilizes the Direct Care Competency Curriculum (DCC) for training, as determined by the funding source upon hire.

- ✓ High School diploma or equivalent
- ✓ Demonstrated personal responsibility, dependability, confidentiality, and honesty in respecting consumer's personal property and privacy
- ✓ Experience working with the elderly or people with disabilities in a home setting
- ✓ Knowledge, skills and ability to perform essential caregiver duties
- ✓ Good written and communication skills and ability to relate well to others
- ✓ Willing to become familiar with IL philosophy and concept of Independent Living
- ✓ Ability to understand and carry out consumer's instructions
- ✓ Personal phone line or other reliable means of communication
- ✓ Good past employment references, if applicable
- ✓ Able to travel independently
- ✓ Physical strength sufficient to perform required job skills
- ✓ Completion of screening, interview and training program conducted by PAS staff
- ✓ Be a person who is not legally responsible for the consumer
- ✓ Meet ACT 172 requirements

Skills and Demands

- ✓ Simple manipulative skills are required to consistently manipulate small appliances such as vacuums, electronic brooms, can openers, etc.
- ✓ Ability to concentrate on moderate detail with some interruption
- ✓ Reaching overhead to remove and replace dishes, linens, etc.
- ✓ A sense of balance is required to safely assist consumers with walkers and canes in ambulation
- ✓ Ability to wear gloves and other protective coverings
- ✓ Ability to follow instructions and specific ideas behind actions
- ✓ Provide support in a range of settings, including but not limited to, in the individual's own home, social outings, etc.
- ✓ Provide companionship and support during daily activities
- ✓ Providing transport to and from home and community based activities
- ✓ Creating and maintaining an environment that empowers people with a disability
- ✓ Performing various household tasks including cooking, cleaning, shopping and general services

- ✓ Encouraging and supporting consumer participation in social and community activities
- ✓ Keep up to date with consumer needs and progress, and maintain consumer files

Language Skills Having the ability to read and interpret general information, and effectively present information and responding to questions from the consumer and public

Mathematical Skills

Ability to add, subtract, in minutes, hours or units of time

Reasoning Ability

Ability to solve practical problems and deal with a variety of situations. Ability to interpret a variety of instructions furnished in written, oral or schedule form. Ability to apply common sense understanding to carry out agency goals and follows instructions furnished.

Physical Demands

The physical demands outlined here are representative of those that employees must meet to effectively perform the essential functions of this role. To ensure the safety of our caregivers and consumers, CIL does not permit employees to provide more than 40 hours of service per week.

While performing the duties of this job, the employee is regularly required to sit; stoop, climb stairs; use hand and fingers, handle, or feel; reach with hands and arms; bend; squat; twist and talk or hear and/or perform tasks specific to each consumer's individual plan of care. The employee is regularly required to stand and walk. The employee must occasionally lift and/or move up to 250 pounds through different transferring techniques and use of assistive technology.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment will vary depending upon consumer's home

Reasonable accommodations may be requested to enable individuals with disabilities to perform the essential duties of the position as well as to accommodate the skills, abilities, demands and environment of the position.

____ I have reviewed and understand the essential duties and responsibilities, skills, abilities, demands, and environment associated with the caregiver position.

____ At this time, I am capable of fulfilling the duties and responsibilities, skills, abilities, demands, and requirements of the caregiver position with or without reasonable accommodation.

If “with” is circled, a request for reasonable accommodation must be in writing and attached. The request is then processed through your supervisor and human resources and a decision will be made within thirty (30) days provided proper documentation is submitted (if requested)

The above is listed essential functions and qualifications are not all-inclusive as changes and/or other responsibilities may be assigned as necessary

Participation in mandatory trainings, orientations, and staff meetings required _____ (initials)

I have read and understand the above information

X

Caregiver Signature

X

Supervisor Signature