

# Caregiver Job Description

**Position Reports To: Assigned Caregiver Manager**

**Job Title: Caregiver**

**Status: Hourly**

## Overview

Sherwood Pines is on a mission to serve our 16-person dementia community's needs with dedication

As care providers at Sherwood, our daily purpose is to *benefit our residents and community* through compassionate care and dedication to best practices.

## Job Qualifications

- Must possess a high School Diploma or equivalent
- Have a valid food handler's card
- Be at least 18 years of age and have the capacity to meet needs of the resident population
- Pass a criminal background check and notify facility immediately if there are any changes that would affect this status
- Have a valid Oregon Driver's License, and be insurable according to facility standards
- Be able to read, write, and speak in English
- Be able to understand and follow all company policy and standard operating procedures
- Exhibit good moral character including honesty, fairness, and respect for the rights of others
- Be able to work productively and independently.
- Have an excellent work history with good attendance record.
- Preferred: Experience in a long-term or memory care environment.

## Job Duties

The following summarizes the duties of a direct care staff member:

- Deliver the highest quality of personal care services to each resident in the home in accordance with their personalized Service Plan
- Document resident information in their resident records in accordance with company policies and procedures
- Administer resident medication accurately and timely in accordance with established policies and procedures
- Acquire knowledge and skill to assume occasional floor leadership duties as a Person in Charge and ensure quality care is provided by staff following company policies and procedures
- Prepare and serve meals in accordance with policies and procedures

- Perform household and laundry tasks in accordance with policies and procedures
- Attend mandatory Safety and In-service meetings
- Assist with training of new staff as needed
- Participate in resident activities, as necessary
- Assist residents in off-site locations as needed
- Complete all Annual and Monthly Trainings by assigned deadlines
- Obtain a current CPR card and Food Handlers Card and renew them prior to expiration
- In the event of staffing shortages, employees will adhere to a Mandatory Stay-Over Policy to comply with legal requirements and avoid abuse allegations against the staff member and the facility

### **Physical Demands:**

Direct Care Staff work typically work an 8-hour shift in the Home caring for persons with physical, medical, and mental impairments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Reasonable accommodation may be made to enable individuals to perform the essential job functions. While performing the duties of this job, this employee is regularly required to (% indicates amount of time per shift):

- Stand, Walk 90%
- Sit 30%
- Reach Above Shoulder Level 20%
- Push, Pull 60%
- Stoop, Twist, Bend, Squat 70%
- Simple Grasping 30%
- Fine Manipulation 20% - Use hands to touch, handle or feel objects
- Lift or move up to 25 Pounds 30%
- Lift or Move Over 25 Pounds 20%
- Talk
- Hear and Smell
- Use close vision (12 inches), distance vision of 20/30, peripheral vision, depth perception, and have the ability to adjust focus. Corrected vision while used on the job is acceptable.

*It may also be necessary to perform several functions simultaneously.*