

EPAGA ACCREDITED CAREGIVER JOB DESCRIPTION

Companionship / Personal Care Aide / Certified Nursing Assistant

SUMMARY OF POSITION

The EPAGA Caregiver is responsible for non-medical, in-home support services and personal care which provide for the comfort, safety and general supervision of clients as well as home management services. He/she provides companionship to those individuals requiring socialization and/or minimum guidance to assure a safe, protected, clean and orderly environment.

EPAGA Home Care is committed to provide all employees with a stable work environment with equal opportunity for learning and personal growth. Employees will be provided the same concern, respect and caring attitude within the organization that they are expected to share both internally and externally with every EPAGA Accredited Caregiver and client.

ESSENTIAL FUNCTIONS OF POSITION

- High school diploma or GED preferred.
- Must be bondable and meet or exceed minimum qualifications for each of the following background checks: criminal background investigation (misdemeanor/felony), motor vehicle driving record, professional and personal reference checks, and must give permission to submit to random drug and alcohol testing.
- Must have a valid driver's license, reliable transportation and proof of current automobile insurance.
- Must have a working telephone number.

DUTIES SPECIFIC TO POSITION

- Must satisfactorily complete EPAGA Accredited Caregiver training and orientation. Prior P.C.A. (Personal Care Attendant) or C.N.A. (Certified Nursing Assistant) trained individuals will be waived for formal training through required testing.
- Must accept responsibility for learning and adhering to EPAGA Home Care policies and procedures. Must be able to function in a non-supervised home setting and maintain satisfactory relationships with administrative staff, clients and family members. Must be able to follow verbal and written instructions.
- Must be genuinely concerned about helping people. Of utmost importance is high moral standards of honesty and integrity.
- Provides companionship for the client including but not limited to: talking and listening, reading aloud, providing social and emotional support, promoting client's mental alertness through involvement in activities of interest, and providing a sense of well-being.
- Provides for a clean, safe, and healthy environment for client and family members. Light housekeeping tasks to include but not limited to laundry, changing of bed linens, dusting, vacuuming.
- May prepare and serve meals as directed. Clean up of area after meals.
- Assists client in completing necessary phone calls, letter writing, correspondence as needed.

DUTIES SPECIFIC TO POSITION CONT'D

- Accompanies client on walks, community outings, doctor's appointments, bank, beauty salon, etc. This may include transfer and ambulation assistance to client.
- Reminds client to take self-administered medications.
- Observes and reports any changes in the client's mental, physical or emotional condition or home situation to immediate supervisor in a timely manner.
- Establishes and maintains effective communication and a professional relationship with clients, family members and coworkers.
- Uses equipment and supplies safely and properly.
- Maintains mandated HIPAA confidentiality regarding client information.
- Must observe scheduled work hours, be punctual and demonstrate flexibility with hours as directed by client needs.
- Completes required documentation of services delivered and submits timecard(s) to office in a timely manner according to policy.
- Ability to respond to emergency situations in a calm and professional manner.
- As directed by the needs of our client's available day, evening, night, weekend, and/or holidays.

PHYSICAL DEMANDS OF POSITION

- Work site includes client(s) home, automobile and community settings; driving, assisting client activities and light housecleaning.
- Use Personal Protective Equipment appropriately in case of contact with blood or other bodily fluids. There may be exposure to annoying odors and possible infectious diseases. Frequent hand-washing is required.
- Light to moderate physical exertion on a regular and recurring basis, employees are regularly required to stand, sit, walk, talk and hear and occasionally required to reach and lift.
- There will be travel in year around weather conditions

OTHER

- This job description is not considered all-inclusive. The employee will be expected to perform other reasonable related duties that may not be listed, but are assigned at a later time.