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**JOB DESCRIPTION: CAREGIVER**

**OVERVIEW**

The caregiver serves as the primary support contact for residents living in the home; this person provides safe, excellent activities of daily living in accordance with each resident’s negotiated care plan. The caregiver honors residents’ rights and treats each resident with dignity and respect at all times, while ensuring residents’ safety and well-being.

The caregiver reports to the home’s owner and/or the Resident Care Manager.

Required Training/Education:

* BASIC TRAINING (CIRCLE TYPE OF BASIC TRAINING APPLICABLE):
  + Certified nursing assistant (CNA) or home care aide (HCA) in Washington state without restrictions, OR
  + Exempt long term care worker (worked in a licensed care setting between January 1, 2011 and January 6, 2012 AND successfully completed caregiver training requirements at that time, AND can show proof of employment and training), OR
  + Ability and willingness to complete CNA or HCA training within 120 days of employment, and to pass certification exam within 200 days of employment, or within 260 days of employment if requesting Limited-English-Proficiency extension with DOH.
* SPECIALTY TRAINING (CIRLCE SPECIALTY TRAININGS APPLICABLE):
  + Dementia and/or
  + Mental health and/or
  + Developmental disability
* NURSE DELEGATION
  + If performing delegated nursing tasks, must be a(n):
    - CNA in good standing in Washington State without restrictions, or
    - HCA in good standing in Washington State without restrictions, or
    - Exempt worker with a nursing assistant registration (NAR) in good standing in Washington State without restrictions AND
  + Successful completion of the 9-hour core nurse delegation course, and
  + Successful completion of the 3-hour Focus on Diabetes delegation course.
* CONTINUING EDUCATION
  + Must obtain 12 hours of approved continuing education courses annually, due on your birthday.

Required Skills:

* Must submit to and pass Background Checks and TB Screening.
* Must speak, read, and write English in order to communicate with others both inside and outside the home.
* Interact with residents, family members, DSHS personnel, ombudsmen, and other customers with professionalism.
* Works well independently and as part of a team.
* Excellent personal care skills with emphasis on infection control as well as residents’ rights to privacy and dignity.
* Develop an understanding of dementia, mental health, and/or developmental disabilities, whichever your employer is designated to serve in the adult family home.
* Respond appropriately to emergency situations
* Respond appropriately to resident and/or family grievances, resident changes in condition, and other issues warranting care and follow-up
* Maintain excellent communication with the home owner and/or resident manager regarding work issues, the home’s status, resident issues/concerns, and other topics important to the successful operation of the home.
* Report suspected abuse, neglect, exploitation, and/or financial exploitation promptly to the DSHS hotline, police (if necessary), and supervisor following the home’s policy and procedure
* Follow all policies, procedures, and protocols as written and implemented.
* Practice excellent behavioral intervention strategies with residents who experience behavioral difficulties.
* Assist in planning and preparing residents for medical appointments, social outings, and other appointments.
* Safely prepare meals, following residents’ individual needs and preferences, and proper food handling techniques.
* Clean the home to ensure orderly and neat appearance while also ensuring safety.
* Launder resident clothing and home’s laundry (towels, sheets, etc) promptly and efficiently, ensuring appropriate storage.
* Maintain accurate and clear progress notes in resident log and on incident reports, documenting relevant information including description, actions taken, and resident response.
* Assist residents with medications following the home’s policies and procedures.

I have read the job description for the Caregiver position and I understand, agree with, and will abide by the responsibilities, objectives, and expectations included.

Caregiver Signature Date

Provider/Resident Manager Signature Date