



Job Title: Caregiver

Reports to: HR/Supervisor

Supervisory Duties: None

Job Overview:

Caregivers will provide non-medical personal care to client(s) in the client(s)' residence and outside of the residence as needed. Caregivers must be able to deal maturely with the demands of the job and keep client information confidential. The individual must be committed to the concepts, philosophy, and mission of Amada Senior Care, and possess the desire to assist clients to maximize their independence and reach their fullest potential in their personal residence.

Responsibilities:

- Assist with the activities of daily living and personal care.
- Ensure clients' safety and security by supervising the home environment.
- Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning the kitchen and bathroom, and doing laundry.
- Provide companionship including social interactions, conversations, emotional reassurance, and encouragement of activities that stimulate the mind.
- Provide respite care for families in accordance with care plans.
- Perform/assist with essential shopping/errands, which may include handling the client's money in accordance with the care plan and under the observation of the Client Care Coordinator/Supervisor.
- Assist clients with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a physician and as identified on the care plan.
- Escort clients to medical facilities, errands, shopping, and outings as specified in the care plan.
- Assist clients with communication by writing or typing correspondence for them or researching information for them.
- Participate in providing input and making suggestions to the Care Team.
- Ensure service is delivered in accordance with all relevant policies, procedures, and practices.
- Monitor supplies and resources.
- Evaluate the program and make recommendations to it, as indicated.
- Follow the written plan of care.
- Carry out duties assigned by the Supervisor.
- Observe clients and their environment and report unsafe conditions to the Supervisor.
- Observe clients and their environments and report behavior, physical and/or cognitive changes, and/or changes in living arrangements to the Supervisor.
- Complete and maintain records of daily activities, observations, and direct hours of service.
- Attend orientation, in-service training sessions, and staff meetings.
- Develop and maintain constructive and cooperative working relationships with others.
- Make decisions and solve problems.



- Communicate with Client Care Coordinator/Supervisor and co-workers.
- Observe, receive, and obtain information from relevant sources.
- Perform other duties as required.

Qualifications: To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills, and ability required.

- One (1) year of experience as a caregiver or equivalent experience and the ability to complete caregiver training based on Arizona state requirement.
- Ability to effectively interact with clients, families and Amada Senior Care team.
- Reliable vehicle to transport clients in.
- Valid driver's License
- Current auto Insurance
- Completion of Amada Senior Care Orientation
- Willingness to complete annual training requirements.
- Ability to read and comprehend instructions, short correspondence, and memos.
- Ability to document clear care notes about each client after each visit.
- Ability to discern when to escalate client situations, such as calling 911.