

Sample Caregiver Job Description

Seeking responsible caregiver with understanding personality and the skill required to perform the following job responsibilities:

Caregiver Responsibilities

Activities of Daily Living (ADL)

Personal Care

- Bath or shower assistance, including getting in and out safely
- Skincare, including applying lotion as needed. Use appropriate barrier cream. Report redness or skin breakdown to family. Apply moisturizer after bath or shower.
- Oral care, including brushing teeth or cleaning dental appliances
- Shaving or beard trimming
- Haircare, including combing, brushing, and styling hair
- Applying or removing makeup
- Finger And Toenail Care. File nails as needed. (A licensed podiatrist should take care of the feet for those with diabetes)

Dressing

- Getting clean clothes ready
- Help with changing clothes and dressing

Continence

- Assist with toileting, including ensuring a safe transfer to and from the toilet
- Monitor incontinence and keep undergarments clean and dry

Mobility

- Help to transfer, for example, to or from the bed, shower, toilet, or chair
- Help or support while walking or pivoting
- Push wheelchair

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Feeding

- Assist with eating
- Encourage fluids
- Encourage following the recommended diet

Instrumental Activities of Daily Living (IADL)

Light Cleaning and Housekeeping

- Including vacuuming, dusting, dry mopping, dishwashing, cleaning the kitchen and bathroom, changing beds, and taking out the garbage

Laundry and Linen Service

- Including washing clothes, bedding and towels, drying, folding, and putting away clean items, and ironing

Medication Management

- Remind the patient to take medications
- Write what medications were taken
- Help track when medications need to be renewed

Transportation

- Driving or accompanying on public transportation
- For medical appointments and errands including grocery shopping, other shopping, to the pharmacy dental appointments, socializing, or seeing family members

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Meal Preparation

- Cooking, including meal and snack preparation and cleanup
- Adhere to dietary restrictions
- Consider food preferences
- Help with the food shopping list
- Store leftovers

Monitor Supplies

- Disposable gloves, commode liners, bandages and other supplies.
- Notify family if supplies are getting low

Companionship

- Keep company, talk, watch television together
- Encourage activities
- Encourage appropriate physical movement or exercise

Pet Care

- Feed pet
- Walk pet

Communicate to Family

- Changes in physical condition, behavior, or mood
- Changes in eating habits
- Inadequate fluid intake
- Missed medications
- If medication renewals are needed
- Low groceries or supplies

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Skills Required

- Be patient.
- Know about health, hygiene, and safety.
- Be responsible.
- Be able to adapt to various living environments.
- Have good communication skills.
- Be able to give emotional support to patients.
- Have life-saving skills, like CPR
- Be reliable and trustworthy.
- Be physically able to help with transfers and activities of daily living

Qualifications

- A mature person 18 or older
- High school education or equivalent preferred, but not a must
- interested in working with elderly
- Possess a driver's license and reliable transportation, or able to navigate public transportation
- Can understand and carry out directions and instructions of a written care plan, and able to document notes
- Flexible, reliable, sensitive and responsive to the needs of others, and able to cope with emergencies

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Work Hours

Start Time _____ to Finish Time _____

Days of the Week: _____

Notes: _____

Wages

Rate: _____ per _____ (e.g. hour)

Paid every _____ (e.g. week)

Paid by _____ (e.g. check)