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| **Community:** | Garden Spot Village |
| **Department:** | GSV at Home |
| **Reports to:** | Coordinator of GSV at Home |
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| **Overview:** | This position is responsible for providing direct in-home care and services to individuals who have contracted with Garden Spot Village at Home. These services can include personal care, assistance with activities of daily living, as well as assistance with agreed upon domestic tasks. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents’ Rights policies at all times.
* Maintains a positive attitude as well as standards of good care giving practice.
* Assists clients in a manner conducive to their safety, comfort and independence level.
* Reports any unusual observations or conditions to the Coordinator of Garden Spot Village at Home or Assistant Coordinator/Scheduler.
* Practices safety for self and clients and reports any unsafe conditions which may result in bodily injury to staff or clients.
* Follows the established care plan for each assigned client.
* Assists, as contracted, in the care of the clients' personal possessions, home environment, meal preparation and feeding, appointment scheduling and reminders, and other services listed in the care plan.
* Assists, as contracted, in the personal care of clients. These duties may include: assistance with bathing and continence care, oral hygiene, hair grooming and shampooing, dressing and care with clothing, shaving, and nail care.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* If requested, answers the telephone and assists the clients with calls.

**Job Qualifications**

* High School diploma or GED preferred.
* Previous experience in care giving professions preferred, but not essential.
* Current CPR and First Aid Certification (or willingness to obtain after hire).

**Job Qualifications (Cont.)**

* Commitment to customer service and teamwork.
* Understands and can identify with the Mission Statement and philosophy of Garden Spot Village at Home.
* Treats all clients, family members, and peers with dignity and respect.
* Maintains a cheerful and positive manner.

**Equipment to be Used**

* Possesses knowledge of the telephone, oxygen concentrators, wheelchairs, sit-to-stand lifts, electronic thermometers, and electronic wrist blood pressure cuffs.

**Working Conditions**

* Must work hours as scheduled and agreed upon with the Garden Spot Village at Home Coordinator and Assistant Scheduler.
* Weekend, evening, and holiday times may be scheduled.
* Must find replacement staff for call offs.
* Must give adequate (minimum 2 hours) notice for call-offs.
* May need to work during emergency conditions.
* May occasionally be subject to emotionally upset clients.
* Is subject to exposure to infectious waste, disease, including but not limited to Tuberculosis, AIDS, and Hepatitis B viruses (Universal precautions are to be followed at all times).

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date