

Live – In Caregiver Job Description

Job Title: Live- In Caregiver

Purpose of your job position

The primary purpose of your job is to ensure quality supports are provided to the individual and adequate care is received.

Job Functions

Duties and Responsibilities

Live-In Caregiver will be responsible for:

- Person's served supports & assistance
 - Provide appropriate supports customized to the needs and desires of the individual
 - Schedule, provide and assist in transportation for the individual to and from appointments, events, and other activities
 - Follow and implement the individual's care, goals, programs or other applicable and required plans accurately as schedule requires
 - Provide opportunities and support for the individual, in meeting social needs by encouraging participation in leisure/recreational activities and outings.
 - Assist with personal cares of the individual. Including but not limited to toileting dressing, grooming, bathing and other daily living requirements.
 - Provide assistance to the individual with financials, transaction and budgeting if necessary.
 - Manage that the individual has all necessary medications and medications are ordered/re-ordered in a timely manner.
 - Ensure that all appropriate medical professionals are seen annually and/or as needed.
 - Assist with menu planning, meal preparation and grocery shopping/ordering. Abide by statute requirements and create/develop healthy well-balanced menu's.
 - Manage all housekeeping duties; Live-In Caregiver will also ensure that the home/vehicle is maintained in a clean and safe manner at all times.

- Organizational Duties
 - Responsible for submitting corrected payroll information to Accounting.
 - Ensure documentation is filed appropriately and/or given to the correct personnel for filing.
 - Address all issues and concerns from guardian/case managers etc.,
 - Responsible for performing or reporting program maintenance needs.
 - Typical work schedule will be _____ this schedule by no means outlines the only hours a Live-In Caregiver will be expected to work. The needs of the individuals supported, and the program will supersede any/all typical work schedules and it will be expected that the Live-In Caregiver is flexible in their work schedule to accommodate the changing needs of the individual supported.
 - Live-In Caregiver will be expected to be available after hours during the week and weekend for emergencies
 - May be required to work after hours during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).

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Working Conditions

- At times may be:
 - Required to work in the home/property and move frequently throughout the building.
 - Required to assist the individual as needed in each of these settings.
 - May need to transport individuals in authorized vehicle.
 - Subject to hostile and emotionally upset individuals, family members, personnel and visitors as situations.
 - Exposed to reactions from dust, disinfectants, tobacco smoke, and other air contaminants.
 - Exposed to blood borne pathogens, including but not limited to **TB** and **Hepatitis viruses**.
 - Subject to the handling of and exposure to hazardous chemicals and/or waste.
 - Subject to slippery conditions on the grounds due to weather.

Personal Qualities

- Strong commitment to supporting individuals towards full community participation and in attaining their goals
- Strong supervisory skills
- Initiative and motivation to learn
- Positive, empathetic and non-judgmental attitude
- The ability to use humor constructively
- Adaptive to change and versatile
- Ability to react responsibly in crisis situations

Physical and Sensory Requirements

(With or Without the Aid of Mechanical Devices)

- The physical demands of this position may include: Lifting/transferring of the individual; pulling and pushing of wheelchairs, standing, sitting climbing stairs, walking and bending.
- This position requires the ability to diffuse and redirect aggressive behavior. As well as a keen sense for unexpected mood changes that require redirection when interacting with individuals.
- Strong Observational skills are required in order to meet the needs of the individuals, when verbal communication is not always possible.
- Supporting the individual with disabilities to be involved in activities of daily living.
- There will be use of cleaning apparatuses, computer keyboard, telephone and other office equipment which require sight and touch concentration as well as excellent hand/eye coordination.
- Driving will be required and must maintain a valid Class D driver's license and complies with insurance guidelines.
- Occasional periods of high stress, frequent distractions and interruptions.
- This position requires flexibility in work schedule and may on occasion include midnight shifts depending on service site.

Experience

- One (1) year of experience in the field is preferred

Education requirements

- High School Diploma, G.E.D, or equivalent

Conditions of Employment

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- Completed criminal reference check.
- Must provide evidence of a valid driver's license, adequate vehicle insurance coverage and driver's abstract.
- Advanced computer and communication skills.

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