

JOB DESCRIPTION

Prior to the start of each assignment HOME LOVING SENIOR CARE, INC. will provide you with background information about your client and review any special needs this client may have. The following describes your primary responsibilities to your client. The Care Plan will specify exactly what you do for the individual client.

OBJECTIVE: TO PROVIDE PROFESSIONAL CAREGIVING SERVICES TO ENABLE THE CLIENT TO REMAIN INDEPENDENT IN THEIR OWN HOME.

- Assist with walking and light exercise
- Plan & prepare meals followed by clean-up.
- Make beds
- Light housekeeping to include light dusting and light vacuuming
- Laundry
- Supervise household maintenance such as housecleaning service, plumber, gardener
- Run errands
- Provide incidental transportation using client or caregiver car.
- In sleep-over or live-in situations
 - Assist client to and from bed
 - Assist client throughout the night
 - Prepare morning meals and cleanup.
 - Launder my sheets.

Other Requirements

- Document in The Care Plan Daily
- Record my hours worked on the Client Time Sheet and submit a signed time sheet weekly.
- Report any significant client changes to the office immediately.

Qualifications

- Ability to treat clients with dignity and respect
- Ability to read and write English at an average adult level
- Ability to speak English clearly, both in person and on the phone
- Ability to drive or use public transportation to get to work
- Ability to be flexible and adapt to new situations

I understand that this is a general list of those duties I might be asked to perform. I agree that I will check with HOME LOVING SENIOR CARE, INC. if I am unsure about my responsibilities while on an assignment.

I have thoroughly read and understand the duties of this position description.

EMPLOYEE SIGNATURE

DATE

HOME LOVING SENIOR CARE, INC.

DATE