



CAREGIVER POSITION DESCRIPTION

Through a close working relationship with the client/family and other service providers, the caregiver is involved in providing the services necessary for the comfort, recovery, or rehabilitation of the client. The specific services to be provided by the caregiver are defined in a written Care Plan that is agreed to by the client and located in the HAC documentation book located in each home. The caregiver will be oriented to the home care requirements of the client prior to performing the care.

RESPONSIBILITIES - If you have questions or concerns about your client's care, ask your supervisor.

1. **Always protect the confidentiality of the client and any paper that contains client related information.**
2. In general, you should use your energy in a client's home to complete tasks in the following order: Personal care, ambulation, safety supervision, nutrition-related tasks and household chores.
3. Provide or assist with bathing and personal care.
4. Observe and recognize changes in the client's condition and report them to the Home Care Case Manager.
5. Perform household services that are essential to the client's care at home.
6. Initiate emergency procedures in accordance with Home Attendant Care, Inc. policy.
7. Assist with medications in accordance with Home Attendant Care, Inc. policy.
8. Participate in case conferences.
9. Maintain a safe environment for the client.
10. Complete documentation of the services performed.
11. Provide observed problems or other client information to your supervisor in a timely manner.

The caregiver is **NEVER** allowed to:

1. Change a sterile dressing.
2. Take physician's verbal orders.
3. Administer an injection or perform other invasive procedures.
4. Prescribe or instruct a client to take prescription or non-prescription medications.

[If you have a question about whether a task is permissible, call your supervisor to ask about it.]

CAREGIVER SERVICE DESCRIPTIONS:

1. **Client Medication:** Caregivers may assist clients with medications in the following areas:
 - Communicating appropriate information regarding self-administration to the client.
 - Reminding the client to take a medication as prescribed.
 - Reading the medication label to the client.
 - Opening the medication container, mediset box or bubble pack.
 - Handing the medication container to the client.
 - Assisting with application of skin, rectal, nose, eye and ear preparations under the specific direction of the client.
2. **Personal Hygiene:** Assistance with care of hair, teeth, dentures, shaving, filing of nails, other basic personal hygiene and grooming needs. Includes supervising clients who can perform these tasks when guided, assisting clients who can participate in the care of their appearance, and performing grooming tasks for clients unable to participate in their own care.

3. **Dressing:** Assistance with dressing and undressing. Includes supervising clients who can dress and undress when guided, assisting with difficult tasks such as tying shoes and buttoning, and completely dressing or undressing clients unable to participate in dressing or undressing themselves.
4. **Bathing:** Assisting the client to bathe his or her body. Includes supervising clients who can bathe themselves when guided, assisting clients with difficult tasks such as getting in or out of the tub or washing their back, and completely bathing clients totally unable to bathe themselves.
5. **Eating:** Assistance with eating. Includes supervising clients who are able to feed themselves when guided, assisting with difficult tasks such as cutting food or buttering bread, and feeding clients unable to participate in feeding themselves.
6. **Toileting:** Assistance with bladder and/or bowel problems. Includes supervising clients who can take care of their own toileting needs when guided and helping clients to and from the bathroom. Assisting with bedpan routine, incontinence pads/briefs and lifting clients on and off the toilet. May include performing routine general peri-care, emptying and cleansing colostomy bag, washing around a catheter, and emptying and cleansing catheter bags.
7. **Ambulation:** Assisting the client to move around. Includes supervising clients who can walk alone or with the help of a mechanical device (such as a walker) when guided, assisting with difficult parts of walking (such as climbing stairs), supervising clients who are able to propel their wheelchairs when guided, pushing a wheelchair, and providing constant physical assistance to clients totally unable to walk alone or with a mechanical device.
8. **Transfers:** Assisting the client with getting in and out of a bed or wheelchair, on or off the toilet, or on and off another type of seat. Includes supervising clients who are able to transfer when guided, providing steadying assistance, helping clients who can assist in their transfer, and lifting or using a Hoyer lift for clients unable to assist in their transfer.
9. **Positioning:** Assisting the client to assume a desired position. Includes assistance in turning and positioning to prevent secondary disabilities such as constrictor and balance deficits or skin breakdown.
10. **Exercise or Range of Motion Exercises:** Assisting the client with range-of-motion or other exercise as prescribed and taught by a physician, a physical therapist or an occupational therapist.
11. **Body Care:** Skin care (including the application of ointments or lotions), changing dry bandages or dressings which do not require professional judgment. Excludes foot care beyond washing of feet and filing toenails. Excludes foot care for clients who are diabetic or have poor circulation other than washing their feet. Excludes changing bandages or dressings when sterile procedures are required. Body care tasks are limited to clients who are able to supervise the provision of these tasks. Fingernails may be clipped except if client is a diabetic.
12. **Travel for Out-of-home Services and Functions:** Accompanying or transporting the client to a physician's office or clinic in the local area to obtain medical diagnosis or treatment, to other local areas to obtain diagnosis or treatment, or to other services, shopping, recreational, religious, or other functions related to the client's well being. Extended travel with a client out of the country or for overnight or extended periods must be pre-approved by Home Care Case Manager.
13. **Shopping:** Shopping in the local area to make purchases as directed by the client and family. Includes assisting clients who can participate in shopping or for clients unable to participate. **Shopping done independent of the client must be documented on a Daily Graphic**

sheet with the amount of original cash provided by the client, the amount spent and the amount returned to the client along with the client's signature. Receipts should be given to the client.

14. **Meal Preparation:** Assistance with preparing meals. Includes planning meals (including special diets), assisting clients who are able to participate in meal preparation, preparing meals for clients unable to participate, and cleaning up after meals. Whenever possible the client should give directions on how the meal should be cooked, seasoned, and presented to the client. The client should also be involved in selecting the items included in the meal the worker prepares. Clients may be involved in the cooking process when it is safe for them to do so in order to help maintain their normal functioning and dignity.

15. **Household Assistance:** Assistance in household tasks necessary to provide a clean environment in which the client lives to maintain his/her social and psychological well being.

- Clients should provide all equipment and cleaning supplies. Tasks are done daily, weekly, or periodically to maintain a safe and healthy environment. Activities performed include washing dishes, taking out trash, cleaning cupboards, defrosting the refrigerator, mopping, sweeping, cleaning bathrooms and kitchen, vacuuming and dusting objects and furniture that are non-breakable. We do not dust or wash items in china cabinets or fine glass or china pieces.

- **Tasks that jeopardize the worker's health or safety are inappropriate. If a question arises about a task, either the client or the worker should consult the Home Care Case Manager before the task is attempted.**

- No climbing or heavy lifting should be done. No tasks involving animal care other than feeding a cat/dog. Tasks should be limited to those that protect the client's health and safety and should be confined to the area of the home used by the client on a daily basis. Caregivers do not normally do yard/garden work or outside cleaning.

16. **Laundry Assistance:** Mending, washing, drying, and ironing clothes and linens. Ironing should be limited to tasks required to make clothes presentable. No major alteration of garments should be required of worker. The laundry service is generally defined as *the client's clothes only*. However, a caregiver may assist a spouse or partner in the home with their laundry if it will conserve energy they may need for assisting the client. The client is responsible for all costs related to laundry. Laundry may be done at a laundromat if there is no washer or dryer in the house.

17. **Changing and Laundering Bed Linens:** Changing and laundering client's bed linens as needed and changing and laundering caregiver's bed linens and towels at the end of a live-in shift.

18. **Standby Assistance:** Being available to help the client with personal care tasks that cannot be scheduled, such as toileting, ambulation, transfer, positioning, and some medication assistance and safety supervision.