|  |
| --- |
| **Caregiver Position Agreement** |
| **Position Title:** | Caregiver |
| **Result Statement:** | **This position is accountable for producing the following result:**To aid and assist residents with daily activities such as bathing, toileting, feeding, grooming, medications, preparing meals, laundry and cleaning. |
|  |
| **WORK LISTING:** | **List all strategic and tactical work for which this position is accountable:** |
| Strategic Work: | 1. Monitor, and assist clients with daily activities, including eating, bathing, toileting, hydration, etc.
2. Collaborate with other staff to ensure safety and good quality care for all residents.
3. Attend and participate in staff meetings and training events.
 |
| Tactical Work: | 1. Keep all bathrooms, bedrooms and common areas clean and free of clutter.
2. Keep resident belongings in its appropriate place, closets, and toiletries in caddy.
3. Prepare resident meals and snacks according to posted facility menus.
4. Assist with keeping an ongoing grocery and supply list.
5. Label and date all food in the refrigerator in a closed container.
6. If assigned, administer medications to appropriate clients.
7. Document vital signs, activities, toileting, incidents and medications in appropriate documentation tools.
8. Restock supplies needed for client care, such as toilet paper, gloves, paper towels, and trash bags.
9. Keep all required personnel documentation current and up to date, including CPR, training, and TB skin tests or chest x-rays.
10. Participate and pass all skills competency-training programs.
 |
| **STANDARDS:** | **List quantity, quality, and behavior standards for which this position is accountable. Do not include those that belong on a system action plan.** |
| Position-Specific: | 1. Promptly report safety concerns, repair and maintenance issues to appropriate manager.
2. Document and notify department heads of incidents, supply needs, and resident ER/MD visits.
 |
| Company wide: | 1. All work will be performed according to company’s policies and standards, in the spirit of the company’s vision.
2. Treat residents with dignity and respect and in the best interest of the residents.
3. Treat staff with courtesy and in a professional manner at all times.
4. Conduct self both on and off the job in a manner that reflects the company values of honesty, integrity, and strength of character.
5. The company’s dress code will be followed at all times.
 |
| **SIGNATURES:** | **Statement of the position holder:**  *I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this Position Agreement.* |
|  | Date: |  |
|  | Signature: |  |
|  | Printed Name: |  |
| **SIGNATURES:** | **Statement of the position holder’s manager:**  *I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (result, work, standards) to be accomplished.* |
|  | Date: |  |
|  | Signature: |  |
|  | Printed Name: |  |