

POSTED: 2/9/2018

POSITION: CAREGIVER

DEPARTMENT: 1022 Club, Hartford

HOURS: 25 hours per week
7:00 am – 5:30 pm / Monday through Friday
- Work shift scheduled within operating hours.

RATE: \$12.00 per hour



SUMMARY:

Responsible for the daily care and provision of activities for those with memory loss or dementia, the frail elderly and disabled.

Essential Duties and Responsibilities include, but are not limited, to the following.

1. Provide assistance with the personal cares for members (both male and female) to include bathing, feeding, providing drinks/snacks per special healthcare needs and dressing.
2. Initiate and participate in leisure activities provided for members as described in the activity calendar.
3. Monitor and adhere to a variety of program and class schedules.
4. Provide assistance during the lunch periods by preparing and arranging rooms, sanitizing tables and clean up.
5. Responsible for timely and accurate documentation as needed (i.e. incident reports, seizure reports, behavior reports, etc.)
6. Support community involvement by accompanying members on outings in the community or providing transportation to activities.
7. Monitor members for behavioral changes (such as being less communicative, not eating, not sleeping).
8. Collaborate with other staff members to support individual service plans and goals.
9. Perform housekeeping tasks of laundry, stocking, etc. Sanitize rooms and equipment as scheduled/needed.
10. Provide direction to volunteers during program activities and community outings.
11. Attend staff meetings, in-service training, and/or continuing education courses as required.
12. Follow all safety policies and procedures.

EXPERIENCE: Six months related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS: Dementia, Medication Administration, CPR/AED and First Aid, Non-violent Physical Crisis Intervention training must be completed within the first six months of employment. Valid driver's license and ability to pass DMV and Background check.

PHYSICAL DEMANDS: The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

TRANSPORTATION: Essential duties typically require a valid WI driver's license, a good driving record and access to an adequately insured vehicle.