

Position Title:**Caregiver****Reports to:****Campus or Cottage Director****FLSA Classification:****Non-Exempt**

Purpose:

The *Caregiver* provides personal care and services to the residents of Birchwood Cottages in accordance with current guidelines and regulations, while assuring that the highest degree of residential care and services are maintained at all times while preserving the highest ethical standards, the dignity of residents and families.

Essential Functions:

- Assure that all resident nursing and health service needs are met to ensure safety, personal hygiene, and positive self-esteem.
- Assist residents with daily life activities, according to the Assessment & Care Plan, which include:
 - Dressing & Undressing
 - Bathing
 - Oral Hygiene
 - Denture Care
 - Perineal Care
 - Bathroom Schedules
 - Toileting
 - Haircare
- Assist residents with vital signs, according to the *Individualized Resident Care Plan* and as may be ordered by the physician or case manager including:
 - Pulse
 - Temperature
 - Blood Pressure
 - Respiratory Rate
 - Weight
- Assist residents with ambulating activities which include:
 - Lifting & Transferring
 - Positioning
 - Range of Motion
 - Reminders to Use Special Devices
 - Propelling Wheel Chairs
- Pass and assist residents with medications as prescribed, by physician – under the supervision of nursing staff.
- Perform all required resident wellbeing check-ins, as per Birchwood Cottages policies and procedures.
- Participate in all activities and events to meet the needs and desires of the residents using the calendar of events in order to ensure the activity-focused care philosophy and to promote mental and social stimulation.
- Assist, supervise and/or prepare meals for residents as required for shift insuring to following proper sanitation, partnering with Dining Services to ensure meals are prepared in accordance with planned menus, resident needs and special diets prescribed by resident' physician.
- Participate at mealtime to encourage resident socialization and to observe and assist with resident dining skills.
- Assist with maintaining a clean and neat building interior and exterior including common areas and resident rooms, as well as courtyard, lawn, parking lot, gardens, and landscaping areas, to insure an odor-free, safe, and comfortable environment.
- Performs household services, partnering with other staff to find opportunities to include residents with regular activities such as meal preparation/feeding, laundry, changing/laundrying bed linens, light housekeeping and other services as offered.

Requirements:

- Must possess a high school degree or equivalent.
- Certification in CNA, HHA, or PCA preferred, but not required
 - (*Birchwood Cottages will provide necessary training*)
- Must successfully complete a criminal background study.
- Hold current Minnesota Driver's License and automobile insurance.

Additional Requirements:

- Must be able to read, write and speak the English Language.
 - Possess the ability to make independent decisions when circumstances warrant such action.
 - Possess willingness to work harmoniously with other staff and personnel.
 - Possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices if deemed appropriate by Cottage Director.
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This provides a summary of responsibilities and is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.