

# WOODSTOCK AREA ADULT DAY SERVICES

## JOB DESCRIPTION

### IDENTIFICATION

Position Title: Direct Caregiver

### POSITION SUMMARY

The direct caregiver provides assistance and supervision of activities of daily living (bathing, dressing, eating, toileting, transferring, and mobility) and assists the activities coordinator in the implementation of the activities program.

### QUALIFICATIONS

Education: LNA or CMA preferred

Experience: Three years of experience in a social, rehabilitative or health service setting preferred, demonstrated ability to provide safe, high quality care, foster respect, dignity and well-being of participants

### RELATIONSHIPS

Supervision received: Administrator/RN Director and Activities Coordinator

Supervises: None

Other relationships: Participants, families, referral agencies, community partners and community-at-large

### STATUS

Full-time

### PERFORMANCE COMPETENCIES – CRITERIA I

As a member of the Woodstock Area Adult Day Services, supports the program as follows: the mission is to improve the lives of those we serve. Such care recognizes the importance of quality service to patients and co-workers. In this context, each employee has the following responsibilities as an individual:

- **Responsible** -- Works independently, in a safe and appropriate manner. Demonstrates both problem-solving and problem-prevention skills.
- **Sensitive** -- Displays sensitivity to the needs of patients and co-workers. Demonstrates good communication skills and empathy.
- **Timely** -- Recognizes time as a customer's most valuable resource and responds promptly to patients' and co-workers' needs.
- **Accurate** -- Works carefully and precisely, with attention to detail.
- **Coordinated** -- Organizes and delivers service in the proper order. Displays good organizational skills and utilizes resources wisely.
- **Thorough** -- Meets all the requirements of his/her position. Is able to evaluate and follow up on his/her services.
- **Safety** -- Employees are required to comply with and utilize correct lifting techniques, safety

procedures, and mechanical devices while performing their job related duties/tasks in order to protect themselves and our patients from injury.

## **ORGANIZATIONAL/TEAMWORK COMPETENCIES – CRITERIA II**

Each employee has the following responsibilities as a team member:

- Collaborates with clinical support staff, physicians and other health care professionals as part of a team-based, patient centered care approach.
- Participates in quality improvement projects.
- Displays and encourages sensitivity to the needs of patients, visitors, and co-workers.
- Treats others with consideration, courtesy, and respect.
- Performs duties willingly and with initiative; shares necessary information so co-workers can do the same.
- Demonstrates judgment and tact when dealing with others.
- Cooperates with other hospital departments and work groups.
- Communicates effectively with patients, visitors, and co-workers; takes action to clarify information received from others.
- Punctuality
- Attendance

## **ESSENTIAL FUNCTIONS– CRITERIA III**

1. Promotes participant's optimal level of independence.
2. Fosters respect, dignity and sense of well-being for participants being served.
3. Respects individual's rights, strengths, values privacy and preferences.
4. Assists with and supervision of activities of daily living (bathing, dressing, eating, toileting, transferring and a mobility) in a safe and hygienic manner with recognition of the participants' dignity and right to privacy.
5. Assists with planned individual and group activities under the direction of the Activity Coordinator.
6. Encourages and assists participants to rest and relax and to attend to personal and health care needs.
7. Assists in donning and doffing coats, boots, etc., at the beginning and end of the day.
8. Works with the Activity Coordinator to set up, supervise and clean up around meal time.

## **PHYSICAL DEMANDS**

- Must be able to speak the English language in an understandable manner
- Must be able to cope with the mental and emotional stress of the position
- Must be able to lift and move office equipment, supplies, etc.
- Prolonged/extensive or considerable amount of standing/walking
- Considerable reaching, stooping, bending, kneeling, crouching
- Extensive use of telephone, computer, and calculator
- Requires close paperwork and visual acuity
- Requires hearing acuity for conversation and telephone

## **WORKING CONDITIONS**

- Regularly exposed to the risk of blood borne/airborne diseases
- Contact with participants and caregivers under wide variety of circumstances
- Exposed to unpleasant elements (accidents, injuries and illness)
- Subject to varying and unpredictable situations

- Handles emergency of crisis situations
- May perform emergency care
- Works in well-lighted/ventilated office area, as well as throughout the facility
- Is subject to frequent interruptions
- Occasionally subjected to irregular hours
- Frequent pressure due to multiple calls and inquiries

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

This job description has been approved by:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

By signing this document, I agree that I have read, understand, and received a copy of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date