



# Job Description Caregiver

## T-01 CAREGIVER Job Description

The Job Description outlines your primary responsibilities as a caregiver. This description is not meant to be an exhaustive list of services as the exact duties to be performed for each assignment will vary. Prior to beginning a new assignment Millbrook HomeCare will provide you with background information about your client and review any special needs of the client.

### Objective:

At Millbrook, it is our main goal to provide professional caregiving services which will enable the client to remain independent in his or her own home.

- ❖ Assist with walking and light exercise
- ❖ Assist with dressing, bathing and personal hygiene
- ❖ Provide companionship
- ❖ Plan & prepare meals followed by clean up
- ❖ Make client's bed
- ❖ Light housekeeping to include light dusting and light vacuuming, wiping down bathroom.
- ❖ Launder client's clothing and bedding, may include ironing.
- ❖ Supervise household maintenance such as housecleaning service, plumber, gardener
- ❖ Empty trash
- ❖ Run errands
- ❖ Provide incidental transportation using client or caregiver car
- ❖ In sleep-over or live-in situations
  - Assist client to and from bed
  - Assist client throughout the night
  - Prepare morning meals and cleanup
  - Launder your sheets.

### Other Requirements

- ❖ Document activities in documentation log found in the Care Plan Book every visit.
- ❖ Clock in using clients home phone immediately upon arrival and clock out when leaving.
- ❖ Report any significant client changes to the office **immediately**

### Qualifications

- ❖ Ability to treat clients with dignity and respect
- ❖ Ability to read and write English clearly and legibly at an average adult level
- ❖ Ability to speak English clearly, both in person and on the phone
- ❖ Ability to drive or use public transportation to get to work
- ❖ Ability to be flexible and adapt to new situations

Please understand that this is a general list of duties you may be asked to perform. Should you have any uncertainties about your responsibilities while on assignment, you should reach out to the office staff at Millbrook HomeCare, and they will provide further clarity.