



Carol Anne's Caregivers, LLC

38 Canvasback Cv., #111

Georgetown, SC 29440

Marc & Carol Lorson Partners

843-996-0871

### **Job Description For Caregivers & Staff Applying To**

#### **Carol Anne's Caregivers LLC.**

Must have 2 years experience as an in-home care provider, licensed nursing facility, rehab facility, hospital, or other approved facility.

1. Must be willing to undergo a criminal background check (SLED report).
2. Must be willing and able to take and pass a minimum of a 5 panel drug screen for cannabis, cocaine, amphetamines, opiates, and phencyclidine. Also must be willing to have random drug tests of the same nature as listed above on an annual random basis.
3. Caregivers will receive necessary training on the following topics before beginning as a caregiver and placed in an in-home setting with a client:

- A. Basic First Aid
- B. Medication assistance
- C. Alzheimer's Disease, related dementia, cognitive disabilities or similar disabilities
- D. Confidentiality of client information and records & Hippa laws.
- E. Documentation and record keeping procedures.
- F. Ethics and interpersonal relationships.
- G. Proper lifting and transfer techniques.
- H. Infection control techniques.

4. Confidentiality of client info/recordkeeping, client rights, & prevention of abuse and neglect
5. A caregiver must be able to read, write, and communicate effectively with client and supervisor.
6. Be capable of completing assigned job duties
7. Be capable of following a care services plan with minimal supervision, if applicable.
8. Have a valid driver license and proof of insurance if transportation is a part of the caregivers job duties. A copy of a valid driver license will be maintained in the caregivers file.
9. Caregivers must be at least 18 years of age.
10. Caregivers can not have prior convictions or have pled no contest (nolo contend-ere) to crimes related to theft, abuse, neglect, or exploitation of a child or a vulnerable adult as defined in SC code section 43-35-10 ET SEQ., for child or adult abuse, neglect, or mistreatment, or a criminal offense similar in nature to the crime listed in this subsection. The provider shall coordinate with appropriate abuse-related registries prior to the employment of staff or the contracting with or referral of caregivers to ensure compliance with this provision.
11. Not have prior convictions or have pled no contest (nolo contend-ere) to crimes related to drugs within 10 years of providing in-home care to clients. The provider shall coordinate with appropriate abuse-related registries prior to employment of staff or the contracting with or referral of caregivers to ensure compliance with this provision.
12. All staff members and caregivers who have contact with clients shall have a health assessment within 12 months prior to initial client contact.

Prospective employee's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Carol Anne's Caregivers LLC HR or Authorized Staff signature

\_\_\_\_\_ date: \_\_\_\_\_

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