

Job Description -Caregivers



**38 Canvasback Cv
Unit 111
Georgetown, SC 29440
843-833-2328**

CAROLANNECARES.COM

Requirements:

1. Must have 2 years experience as an in-home care provider, licensed nursing facility, rehab facility, hospital, or other approved facility.
2. Must be willing to undergo a criminal background check (SLED report).
3. 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 and random basis.
4. Must fully understand HIPPA Laws and our confidentiality policy.
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 service care plan with minimal supervision, if applicable.
8. Have a valid drivers license and proof of insurance if transportation is a part of the caregivers job duties. A copy of the caregivers drivers license and insurance card will be kept in the employee's file and updated as needed each time it expires.
9. Caregivers must be at least 18 years of age.
10. Caregivers cannot have prior convictions or have pled no contest (Nolo Contendere) to crimes related to theft, abuse or 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 or appropriate abuse-related registries prior to employment of staff or the contracting with or referral of caregivers to ensure compliance with this provision.
11. All staff members and caregivers who have contact with clients must have a signed doctors note stating they are healthy enough to work as a caregiver, or a full physical.
12. Caregiver 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
 - I. Confidentiality of Client Info/ Record Keeping. Client Rights

J. Prevention Of Abuse and Neglect

Signature Prospective Employee

Date

Printed Prospective Employee Name

Carol Anne's Caregivers LLC Authorized Staff Signature

Date