

In-Home Caregiver

Hours: This is a part-time, non-exempt, 20 hours per week position
Salary Range: \$10.00 per hour
Location: Greater Kansas City Metro Area

Caregiver is responsible for providing basic homemaker services (i.e. vacuuming, dusting, preparing meals) and personal care (i.e. assist with bathing, washing hair) and/or respite care as outlined on the client care plan.

ESSENTIAL DUTIES, RESPONSIBILITIES AND DESIRED CHARACTERISTICS

- Caregiver services client at the weekly frequency and hours per visit as outlined on client's care plan.
- Caregiver shall follow Mid America Regional Council (MARC) and Department of Senior Service regulations and standards.
- Caregiver shall submit timesheets on a weekly and/or semimonthly basis as outlined on monthly calendar. Timesheets must be thoroughly complete prior to submission and include but not limited to: name, telephone number, signature, address.
- Caregiver shall service client(s) on a regular basis, scheduled day and time.
- Caregiver shall submit annual health/TB statements (or chest x-ray as applicable).
- Caregiver shall attend all scheduled in-service trainings as required by the Council on Accreditation (COA) guidelines. Caregiver will attend all hours as scheduled. Homemaker and personal caregivers require 10 hours per year. Advanced personal caregivers require an additional 6 hours per year.
- Caregiver shall notify client and office/supervisor if caregiver cannot work or their schedule changes.
- Caregiver shall follow all call-in procedures per client visit.
- Caregiver shall call in at least semi-monthly to visit with supervisor regarding caseload.
- Caregiver shall comply with the Code of Ethics and Code of Conduct as outlined by the State of Missouri.
- Caregiver shall practice universal precautions on a regular basis.
- Caregiver shall notify office/supervisor of any changes in client's condition or support services.
- Caregiver shall service all clients regardless of race, sex, religion, ethnic origin or disability.
- Caregiver may be responsible for other duties that may be assigned from time to time by their supervisor, Program Manager and/or designee.

MINIMUM EDUCATION and/or EXPERIENCE

Caregiver must be at least eighteen years of age, be able to read, write and follow directions. High school diploma (or GED) is required. Ideal applicant will have at least 2 years of previous work experience providing care services for either children or elderly.

MINIMUM TRAVEL REQUIREMENTS

Throughout the Kansas City-St. Joseph Diocese.