

GREENLEAF ASSISTED LIVING JOB DESCRIPTION

TITLE: Caregiver

MINIMUM QUALIFICATIONS:

Must be at least 18 years of age. Must be self-motivated, responsible and able to assist with both resident and facility needs. Assist residents with activities of daily living and provide services of the highest quality in accordance with the standards set by Greenleaf Assisted Living as well as State and Federal Regulations. Must maintain a positive, respectful and caring attitude toward residents and resident's families at all times. Must have good verbal and written communication skills, be capable of using good judgment and assure that Greenleaf Assisted Living will provide a safe, comfortable and secure living environment for residents. Staff must also be able to lift up to 40 pounds.

Greenleaf Assisted Living is staff 24 hours per day, 365 days per year, so staff should expect to work every other weekend and holidays.

RESPONSIBILITIES INCLUDE (but are not limited to) the following depending upon the shift worked.

- * Take care of resident's needs, including bathing, dressing and mobility
- * Pass medications if UAP certified
- * Assist residents with their meals as needed.
- * Set tables, take meals to dining room, clean dining room after meals and/or snacks, assist with dishes.
- * Prepare evening meal per cook's directions.
- * Assist with activities.
- * Pick up and do laundry.
- * Empty all garbage, vacuum and dust all common areas.
- * Clean & Sanitize kitchen, dining rooms and handrails.
- * Attend monthly staff meetings/in-services.
- * Other duties as assigned by the Administrator or Assistant Administrator.

NOTE: Greenleaf Assisted Living Center recognizes that South Dakota is an at-will state and maintains the employment at-will status of all employees.

Staff Signature

Date