



JOB DESCRIPTION

In Home Services Caregiver

If you enjoy serving others, are compassionate, and value the company of elder individuals, you already have the basic skills needed to help us fulfill our mission! Our mission is to keep seniors safe, healthy and in their home as long as possible. Through utilization of our Transportation, In Home and Life Enrichment support services, we focus on caring for mind, body and spirit. Our services are designed to enhance dignity and independent lifestyles for those transitioning through the aging process.

As the oldest non-profit organization in the county dedicated to exclusively serving the needs of the senior community, we are sensitive to this increasing segment of the population in Elkhart County. We want to be a key participant in the reason people say this county is a great place to be during the advanced years of our lives.

POSITION PURPOSE / SUMMARY

The primary responsibility of this position is to deliver quality, professional homemaking, attendant and respite care to clients as directed by corporate policy and procedures as directed by the In Home Services Manager.

PREREQUISITES

- Experience with homemaking and attendant care services preferred
- Valid driver's license and proof of vehicle insurance (including bodily injury and property damage)
- At least 21 years of age
- High school diploma or equivalent
- CPR and safety training preferred
- Ability to pass initial and random drug screening and BMV and limited criminal history screening

DUTIES AND RESPONSIBILITIES

- Perform in a professional manner and in accordance with corporate policy
- Understand and operate in accordance with corporate employee handbook
- Develop collaborative environment with team co-workers
- Maintain required recordkeeping / documentation of services rendered
- Understanding of service deliverables in accordance with COA design, including those required under contracted agreements, funding sources and Medicaid
- Maintain confidentiality of corporate and client information
- Provide direct assistance with household tasks, personal care needs and/or respite care and related activities needed by client as outlined in the Client Care Plan
- Provide services in accordance with guidelines allowable under the Personal Services Agency state guidelines
- Take utmost care in relation to health and safety
- Other duties as assigned by In Home Services Manager or assigned management staff