

## GUEST WING CAREGIVER JOB DESCRIPTION

**Position Title:** Guest Wing Caregiver

**Supervisor:** Guest Wing Manager

**Job Summary:** The Foundation is committed to providing excellent, compassionate, around-the-clock, physical and emotional care to terminally ill patients and their families. Caregivers are held to a high standard in attitude, commitment and performance of duties and responsibilities. Volunteer caregivers perform the same work as the Foundation caregiver staff (with the exception of medication administration) and are therefore vital to providing sufficient staffing to care for all Guests.

**Duties and Responsibilities:**

- Maintains the privacy and security of all confidential and protected health information. Uses and discloses only that information which is necessary to perform the function of the job.
- Performs all tasks necessary to maintain a high standard of personal hygiene for each Guest including bathing, grooming, toileting, and changing adult undergarments while maintaining personal dignity.
- Assists Guests in their activities of daily living.
- Assists Guests with eating and provides fresh liquids and nourishment between meals.
- Understands and follows procedures for documenting Guest's care in their individual logbooks.
- Continuously makes rounds to assure Guests' comfort and safety. Answers call bells promptly.
- Communicates in a professional manner and demonstrates respect for Guests, their families and for co-workers.
- Sensitive to the needs of the Guests and their families.
- Observes and promptly reports significant Guest changes to Guest Wing staff.

- Behaves in a manner that consistently conveys commitment providing compassionate and excellent care.
- Responds to oral and/or written requests for job performance improvement in a manner that conveys a desire to improve performance.
- Performs any other duties that are assigned including laundry and household chores.
- Provides advance notice of a schedule change for their assigned work shift.
- Returns calls to schedule a shift assignment promptly.

**Requirements:**

- New volunteers commit to working one four hour shift weekly for the first 12 weeks.
- Demonstrates knowledge and skills necessary to provide patient care.
- Understands job assignments and completes them with confidence maintaining the highest standards of care.
- Follows instructions and meets changing conditions or problem solves in a professional manner.
- Able to lift, bend, stand, carry, pushing and pulling pertinent to patient's care. Requires the ability to lift 25 pounds. Care that involves heavy lifting should be done with a partner.
- 18-hour Volunteer Training Class, application, criminal background check, confidentiality, conflict of interest, sexual abuse, standard precautions, PPD test, liability release, Hepatitis B declination/vaccination. Annual requirements of HIPAA/OSHA, PPD and at least one in-service education.
- Demonstrates dependability by being punctual and working assigned shift.
- Takes responsibility to seek out work to be done and is a self-starter.
- Maintains a neat appearance

**Time Requirement:**

Each shift is 4 hours: 8 a.m.-12 p.m., 12 p.m. - 4 p.m., and 4 p.m. - 8 p.m. Caregivers are encouraged to work a weekly shift.



**Qualifications:** Patience, compassion, flexibility and good active listening skills are needed. Caregivers need to be able to establish and maintain boundaries. The volunteer must be able to put the patient's interests first. Being well grounded and possessing good common sense are important.

**Benefits:** The benefit of helping others who are not able to repay you is priceless. Volunteers are invited to a variety of social/appreciation events. Continuing education in end-of-life issues is available to all volunteers.

**Risks:** Caregivers will have exposure to pathogens from blood and/or other body fluids when performing care.

I have read the job description for the caregiver position and understand all that the job requires.

Signature \_\_\_\_\_ Date \_\_\_\_\_