

**The Confederated Tribes of the
Grand Ronde Community of Oregon**

Job Title: AFC Caregiver
Reports to: AFC Primary Caregiver
Average hours per week: 40

Dept: Adult Foster Home
Grade: 5
FLSA status: Non-exempt

Job Summary

Responsible for resident services. Duties include providing personal care services, housekeeping, laundry, social-recreational activities, delegated nursing tasks, medication assistance, meal preparation and service and other duties as needed for resident well-being.

Essential Functions

1. Adheres to and conveys philosophy of supporting dignity, privacy, independence, choice, individuality, and a home-like environment for residents.
2. Provides appropriate documentation of services as indicated in regulation and policy.
3. Reviews assignments with the supervisor and medication and nursing tasks with the Nurse.
4. Dispenses medications as delegated by Nurse and in accordance with Physician's orders.
5. Reads staff communication records and maintains familiarity with resident records as required.
6. Assists with instrumental activities of daily living (ADL's), environmental orientation, assistance with medication, assistance with treatments and other care while encouraging self care and independence.
7. Prepares and serves tasty and nutritional meals for the residents. Sets table service and cleans up after meals.
8. Provides services as indicated on resident treatment and service plans.
9. Assists residents moving in and out of the home.
10. Provides laundry service for residents.
11. Demonstrates knowledge of and follows infection control procedures.
12. Maintains clean, neat, comfortable, safe environment for residents, staff, and visitors including provision of housekeeping services for residents.
13. Observes problems, concerns, issues observed with resident apartments, the home and the grounds and communicates them appropriately.
14. Observes changes in resident status, needs, or preferences, and communicates them appropriately.
15. Observes other problems and communicates them appropriately.
16. Observes all work, safety and administrative rules.
17. Adheres to all established policies and procedures.
18. Records resident information as required.
19. Avoids loss, breakage, and waste of supplies and equipment.
20. Demonstrates knowledge of and adheres to procedures for fire, life safety, disaster, security, work, safety, and other emergency procedures.
21. Assists with individual resident and group social recreational activities.

22. Notifies physician, nurse and/or family representative of resident status/change as appropriate.

Additional Functions

1. Acts as on-call staff when requested to do so by the Manager or Director.
2. Provides back-up to other Caregivers as assigned.
3. Performs other duties as assigned.

Qualifications

1. High School Diploma or GED preferred.
2. Requires a minimum of one (1) year of work experience providing full-time direct care to elderly/disabled clients; or a Certified Medical Assistant/Certified Nursing Assistant certification.
3. A demonstrated ability through an equivalent combination of education, experience and training to perform the duties of the job required.
4. Must meet in-service training hours required for job classification and position.
5. Requires attendance at mandatory in-service training.
6. Requires a Food Handler's Certification card within thirty (30) days of hire.
7. Must have and maintain CPR/First Aid Certification or obtain within sixty-(60) days of hire.
8. Must be able to accurately dispense medications as delegated by Nurse and according to Physician's orders.
9. Must be able to cook nutritional and tasty meals; may include menu planning for assigned lodge.
10. Must have basic computer skills to perform essential functions of position i.e. documentation, time keeping, e-mail communications. MicroSoft Word experience preferred.
11. Willingness to adhere to foster home principles in providing services.
12. Ability/willingness to perform all position responsibilities adequately.
13. Keeps all information confidential.
14. Maintains attendance record according to program policy.
15. Organizes and utilizes time appropriately toward accomplishing assigned tasks, requires minimal supervision.
16. Displays cleanliness, good grooming, personal appearance, and follows dress requirements.
17. Displays mature behavior and attitude in speech and action.
18. Displays ability/willingness to learn new skills and to teach others.
19. Interacts in professional manner with residents, public, co-workers. Works cooperatively with management. Displays willingness to assist co-workers when situation requires.
20. Adequate speaking and writing ability, able to communicate effectively.
21. Must be free of non-treated communicable disease.
22. Ability to work safely and to recognize potentially dangerous situations.
23. Ability/willingness to follow all policies and procedures.
24. Must be neat, accurate, dependable, and keeps work/space clean.

25. Ability/willingness to perform shift work which may include residing and sleeping the night at the facility, and to work holidays or overtime. Ability to serve in an on-call capacity.
26. Ability to teach/train others.

Typical Physical Requirements and Environmental Conditions

Physical Requirements

1. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
2. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
3. Constantly requires working with fingers rather than the whole hand or arm.
4. Constantly requires repetitive movement of the wrists, hands and/or fingers.
5. Constantly requires walking or moving about to accomplish tasks.
6. Frequently requires raising objects from a lower to a higher position or moving objects horizontally.
7. Frequently requires stooping and crouching which entail the use of the lower extremities and back muscles.
8. Occasionally requires sitting for sustained periods of time.
9. Frequently involves exerting up to 50 pound of force, and/or up to 30 pounds of force constantly to move objects.

Environmental Conditions

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

Attendance

Complies with company attendance standards in order to fulfill the essential functions of the job.

Safety

1. Supports a safe work environment by performing all duties in accordance with Tribal safety policies and procedures. This includes, but is not limited to: reporting all incidents and accidents to your supervisor timely (within 24 hours); maintaining work areas in a safe and healthful manner; reporting and correcting any unsafe working conditions; operating vehicles in a safe and lawful manner while conducting Tribal business; providing input and assistance to reduce or eliminate workplace hazards; actively supporting ongoing safety efforts, including recommendations of the safety committee.
2. Due to the nature of interactions with other employees and the public we serve, employees may be required to provide documentation of, or receive, certain health vaccinations.

Travel Requirements

Local travel is occasionally required. Travel outside of the state is infrequently required.

Drivers License & Insurance Requirement

Maintains a valid Oregon driver’s license or obtains one upon hire; qualifies for the Tribe’s vehicle insurance; and, provides proof of personal vehicle insurance.

Background Check

Candidates for this position may be subject to criminal, credit and character background checks and fingerprinting

Disclaimer

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

Direct Supervisor/Manager Signature

Date