



Job Description Caregiver

BUSINESS UNIT – DOMAIN:	Hunting Isle, LLC dba Comfort Keepers
DEPARTMENT:	Company Operations
JOB TITLE:	Caregiver
IMMEDIATE MANAGER:	Human Resource Manager
Number of employees managed:	N/A

JOB SUMMARY

Provides non-medical, in-home support services to ensure the safety, comfort, and well-being of clients. Duties may include personal care, companionship, supervision, and assistance with household tasks. Caregivers help maintain a clean, safe, and supportive home environment while fostering meaningful client relationships.

QUALIFICATIONS

High school diploma or GED required. Must demonstrate satisfactory completion of any mandated training.

Applicant must be insurable and meet or exceed minimum qualifications for each of the following background checks: Criminal Background Investigation, Motor Vehicle Driving Record, Professional Reference Checks and give permission to submit to random drug and alcohol testing. Must have reliable transportation and fulfill assignments with reliability and punctuality. Must have a valid driver's license and automobile insurance.

Must satisfactorily complete Comfort Keepers training and orientation program. Must accept responsibility for learning and adhering to Comfort Keepers policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, clients, and family members. Must be genuinely concerned about helping people and have high standards of honesty and integrity.

ESSENTIAL FUNCTIONS

- Provide companionship and emotional support
- Assist with activities of daily living (ADLs), including bathing, grooming, toileting, and dressing (if applicable)
- Prepare meals and assist with feeding as needed
- Remind clients to take medications (self-administered)
- Support client mobility and safety, including transfers and ambulation
- Observe and report changes in client condition or home environment
- Perform light housekeeping and laundry
- Maintain clear communication with supervisors, clients, and families
- Document services accurately and submit timely reports
- Follow all company policies, procedures, and confidentiality standards
- Participate in ongoing training and staff meetings
- Other duties as assigned

KNOWLEDGE, SKILLS, & ABILITIES

- Clear verbal and written communication
- Good judgment and problem-solving skills
- Self-directing with the ability to work with little direct supervision

Hunting Isle, LLC dba Comfort Keepers, an independently owned and operated Comfort Keepers franchise.

- Active listening and strong interpersonal abilities
- Empathy for the needs of the client
- Ability to maintain client confidentiality including the client's medical information
- Organizational and time management skills
- Treat clients, families, staff and the public with courtesy and respect, presents a positive public image

JOB LIMITATIONS

The Caregiver will not function in any manner viewed as the practice of nursing according to the State's Nurse Practice Act. Specifically, the Caregiver will not administer medications, take physician's orders, or perform procedures requiring the training, knowledge, and skill of a licensed nurse.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

This position may involve any or all the following (not a complete list):

- Physical Requirements: Must be able to stand walk, squat, bend, kneel, reach, twist, push, and pull. Varied assistance is required depending on the ability of the client. Must be able to lift up to 25 lbs. Visual and hearing acuity required.
- Personal Protective Equipment: May include gloves, mask, eye/face protection, and disposable outer covering.

WORK ENVIRONMENT

- Client's Environment: Contact with clients under a wide variety of circumstances. Care provided in client's living environment with varying situations or in an institution such as a hospital. May be required to respond to emergency situations. Position includes tasks that have the potential for exposure to blood and other potentially infectious material ("**OPIM**") such as body fluids/tissues.
- Automobile: Caregiver may be required to provide incidental transportation for their clients. This means running errands or transporting clients to appointments or the store. See also, Caregiver Transportation Agreement.

ATTENDANCE POLICY

Notice Requirement:

Caregivers must notify the office at least **4 hours** before a scheduled shift if they are unable to work. Failure to do so without valid reason may result in disciplinary action. In emergencies, notify your supervisor as soon as possible.

Availability Changes:

Caregivers must submit any changes to their availability at least **7 days in advance** in writing (email, text, or agency portal). Any confirmed shifts within that 7-day window must still be worked unless management gives prior approval.

ACKNOWLEDGEMENT

I, _____, acknowledge receipt and understanding of this job description, I realize that this reflects a general list of responsibilities of the position, as well as a general description of the working environment and physical demands of the position I have accepted.

Signature		Date	
Name			