

Clare Housing Job Description

Job Title: HIV/AIDS Caregiver
Incumbent:
Classification: Nonexempt
Reports To: Unit Manager
Description Date: July 1, 2009

Position Purpose

The purpose of this position is to provide daily direct care to residents living in a Clare Housing foster care home.

Major Challenges

- To maintain professional boundaries and practice self-care in a position that is confronted often with physical illness, mental illness and chemical abuse issues.
- To keep up-to-date on medical and psycho-social information of HIV/AIDS disease, including knowledge of ever-changing populations and rapidly evolving treatment options.

Essential Job Functions

1. Provide daily direct care to residents.
 - Correctly and safely dispense oral, subcutaneous, and intravenous medications.
 - Assist residents with housekeeping, laundry and meal preparation.
 - Provide assistance with bathing, grooming and other personal cares.
 - Practice appropriate infection control and universal precaution techniques.
 - Understand and practice procedures to ensure client confidentiality.
 - Understand and uphold the Vulnerable Adults Act of Minnesota.
2. Provide emotional support to residents and their families.
3. Assist in coordination of resident care with other agencies, including clinics, pharmacies, social workers, home care agencies, etc.
 - Attend regular staff meetings and quarterly trainings.
 - Complete all necessary documentation required by Human Resources and licensing.
4. Communicate professionally and in a timely manner all pertinent information regarding resident's physical and emotional condition both externally and internally.
 - Document appropriately in residents log and medication chart.
 - Make telephone calls to clinics and social workers.

5. Maintain a clean, safe, home-like environment by completing household cleaning and organizational tasks.

Other Duties

Respond to appropriate requests from resident families and friends. Other duties as assigned by Lead Caregiver and/or Unit Manager.

Relationships

This position reports directly to the Unit Manager. This position also works closely with the Lead Caregiver and with other caregivers on the Clare care giving team. No positions report to the incumbent.

Equipment Used

Incumbents in this position use the telephone, fax machine, copy machine, household appliances such as the washer, dryer, and stove, and medical equipment such as glucometers, lancets, epipens, blood pressure cuffs, wheelchairs and hospital beds.

Qualifications

Minimum Education and Experience

A high school diploma is required. Ideally a new incumbent in this position will have a minimum of one year in the health or social service fields.

Knowledge, Skills and Abilities

- Excellent interpersonal communication skills.
- Ability to work within an interdisciplinary team.
- Ability to maintain confidentiality of client information.
- Ability to work independently, exercise good judgment and pay close attention to detail.
- Ability to read, write and speak English.
- Have a strong knowledge of emergency procedures and be able to stay calm in stressful situations.
- Knowledge and manual dexterity to operate medical equipment safely.
- Cognitive ability to correctly and safely dispense medications/controlled substances to residents.
- Sufficient strength to safely lift/transfer residents without causing injury to self or resident.

Physical Aspects of the Job

This position requires extensive physical activity, as one caregiver provides direct care to four separate individuals in a home setting. The position includes such physical jobs as doing laundry, cooking, cleaning, lifting/transferring residents and other physical tasks. This position requires the manual dexterity to use various types of medical equipment, as well as the cognitive ability to perform more detailed tasks such as medication administration, charting, filing and copying.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

Approved

Date