

**Job information:** Caregivers provide elder residents assistance with activities of daily living (ADL's).

**Job summary:** Currently, caregivers work 4 day shifts, 24 hours a day, including sleeping at Hazel's Light. Shift changes are at 2:00 p.m., with a meeting lasting about 30 minutes at that time. Both the caregiver going off shift and the caregiver coming on shift attend that meeting. This is a "non-exempt", hourly wage position.

**Essential duties and responsibilities:**

Attend to the safety and well-being of residents and staff

*Provide all assistance needed by residents for daily living, including but not limited to:*

*Medication assistance      Bathing      Personal hygiene      Toileting      Grooming*

*Support when walking      Laundry      Eating/drinking      Dressing/undressing*

Tend wounds according to standard first aid

Clean and care for residents' clothing and linens

Participate in activities

Cleaning/maintaining facility

Inform Manager or Owner of things that concern Caregiver about facility, supervisors, other staff, outside personnel, residents, families, or any other person that has an interaction with clients or the facility

Maintain own health/well-being

Continuing education

Attend staff meetings

Request needed training

Check on residents at night as needed

Love the residents

Protect residents to the best of your ability

Keep facility adequately sanitary

Call emergency services as needed

Provide assistance with transfers as needed

Provide ordinary care when residents are ill (sanitation, food, hydration, skin maintenance, etc.)

Stay fully informed of resident's needs, preferences, wants, and concerns

Worship & pray with residents

Prepare meals when cook is not available.

Clean kitchen, pantry, and dining area. Report problems to manager or owner.

Work in harmony with staff and outside personnel.

Demonstrate personal integrity and a loving way of being

Follow all policies as set by the owners

Participate in training and be familiar with all written policies and procedures of Hazel's Light

Other duties as assigned.

**Qualifications:**

Caregivers must be at least 18 years old or a high-school graduate. Experience in 24 hour caregiving is preferred. References will be checked.

Caregivers must be able to communicate clearly, both orally and in writing, in English. They must be able to make good decisions under pressure, plan and use time efficiently, and maintain a good attitude. Caregivers must be willing to take on any duties within Hazel's Light as assigned by the manager or owner. Speaking disrespectfully about Hazel's Light or any resident or staff member publicly while at work is not tolerated.

**Physical demands:** Caregiving can be physically demanding. Caregivers must check residents every two hours every night unless the manager determines this is not needed, and notes it in writing. Caregivers will sometimes have to help residents get up from chairs, etc.

**Work environment:** Hazel's Light is a regular house in a regular suburban neighborhood. Some modifications have been made to make caregiving easier and for residential comfort. Hazel's Light is owned by Marvelous Work Inc. (MWINC). MWINC is owned by Julia and Benny Lewis. Julia is currently serving as Manager and will be your supervisor. In her absence, the Assistant Manager will be your supervisor.

MWINC is a Christian corporation. Hazel's Light is a Christian environment that includes worship, prayer, and Bible study in its weekly routine. We expect all caregivers to maintain a respectful attitude towards our religion. If you are not comfortable with this environment, please consider this before you apply for a position at Hazel's Light. We will not discriminate in our hiring based on religion, race, or sexual orientation.