

JAMIE'S PLACE SHAHBAZ: JOB DESCRIPTION

Qualifications

An applicant should have an interest in caring for elders, a willingness to work as a member of a team and an understanding of the requirements of the position. Prior experience as a caregiver to Elders is preferred.

A. Education

- Must be certified in First Aid and CPR prior to start of employment.
- Must have a Food Handler's Permit prior to preparation of any food items.
- Must have a 2-Step TB test that is current within the past 12 months (or initiation of testing prior to the start of work).
- Completed background check per policy.

A Shahbaz will complete the following courses in a planned fashion within 120 days of employment. Certification as a Nurse's Aide (CNA) may require additional caregiver training. This training will be provided in course work, at scheduled in-services or outside courses, or as directed by the Guide. Additional education will be a part of employee scheduled hours.

- Green House Shahbaz training
- Orientation & Peer Mentoring
- Revised or Modified Fundamentals of Caregiving
- Dementia Specialty training for Caregivers
- Nurse Delegation Training
- Continuing Education Credits
- Infection Control/HIV Education

B. Skills Required

The following skills are needed to perform, with or without reasonable accommodation, the essential functions of providing care to elders.

The ability to:

- Recognize the autonomy and dignity of all elders.
- Communicate a sense of caring, concern and dignity for elders.
- Make prompt and accurate judgments with regard to elder care and emergencies.
- Work and communicate effectively as part of the self-managed work team.
- Understand how to place decision making in the hands of the elders whenever possible and appropriate.

C. Duties and Responsibilities

The Shahbaz will provide care to the elders living in a Green House. Their primary role is to protect, sustain, and nurture the elders by providing assistance with activities of daily living and meeting other needs as required. The core goal of the work of the Shahbaz will be to provide assistance, which promotes a high quality of life and a positive elder hood. The responsibilities of the Shahbaz include care of the elder and the elder's environment, such as cooking, laundry, and housekeeping. The Shahbaz is a member of a self-managed work team and is responsible for coordinating aspects of the team's work.

D. Functions of the Job

- Recognize and respond to the needs of elders.
- Promote autonomy of elder's in decision-making
- Report changes in the elder's condition to the Guide or Clinical Support Team per Green House change in condition protocols.
- Assist elder with personal care functions, including:
 - Dental and mouth care
 - Bathing
 - Dressing and grooming
 - Hair Care
 - Nail Care
 - Shaving
 - Bowel and Bladder Care
 - Other personal and hygiene care
- Observe and report the presence of pressure areas to prevent decubitus and provide skin care according to policy.
- Make occupied and unoccupied beds and change bed linens.
- Assist moving, positioning and transporting elders into and out of beds, chairs, bathtubs and showers, wheelchairs, lifts, etc.
- Assure that emergency response system is accessible to the elder and answered promptly.
- Communicate with co-workers at all levels to adequately meet the needs of elders.
- Meet with the clinical support team as scheduled or needed, to discuss elders needs and progress in identifying and correcting problems.
- Report all accidents or near incidents when they occur.
- Maintain a lift free environment.
- Participate in safety, infection control, and other monthly activity meetings.
- Assist with and/or perform restorative and rehabilitative procedures outlined by the care plan
- Measure and record vital signs such as temperature, pulse, respirations, weight, height, anatomical dimension/circumference as outlined by the care plan.
- Report any elder abuse or suspected abuse to the Guide immediately.
- Assist with the application of slings, elastic bandages, binders, etc as identified by care plan.
- Provide Range of Motion exercises as indicated by plan of care.
- Attend and participate in orientation programs, on-going training and educational classes.
- Follow established safety precautions and observe, monitor and intervene or report to the Guide, unsafe conditions in the facility.
- Follow established smoking regulations and report violations.
- Maintain confidentiality and privacy of elder care, procedures, and documentation.
- Prepare serve and clean up after meals and snacks.
- Launder clothing, linen and other articles.
- Clean and maintain the environment of the Facility.
- Observe standard precautions per Facility policy.
- Keep all areas of the Facility clean.
- Prepare and serve meals, bedtime and other nutritional snacks per the posted menu and the stated preferences of the elder.
- Perform routine housekeeping duties.
- Perform other related duties as required by the elder.
- Work with volunteers assuring compliance of safety, house policies, food handling, and licensure requirements