

# ENSO HOUSE

## Volunteer Job Description

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**Job Title:** Caregiver

**Supervisor:** Manager or Core Staff Member

**General Description:** Caregivers provide residents with help meeting all personal, non-medical needs.

**Responsibilities:**

- Protect residents' confidentiality at all times.
- Provide companionship and support to residents and/or visitors. Help with meeting personal needs\* including transferring, bathing, toileting, and resident self administration of medication that has been premeasured and/or packaged. Preparing, serving and helping to feed meals and snacks. Helping with light housekeeping and laundry. Keeping kitchen/dining area neat/dishes in dishwasher. Straightening resident's room, bedside table, empty commode, disposing of soiled diapers etc.
- Arrive 10 minutes before the start of your shift and read the log back over the previous 24 hours. Listen to the report from the previous caregiver and ask questions that occur to you. Check the schedule to see what is happening (bath, visitors?)
- Log in - noting time and your name.
- Introduce yourself to the resident, if appropriate, and observe situation. Carry On!
- Record in log the significant events of your shift. Include the time, the care you provided, requests made by resident and your response, visitors' names, and any other information you feel would be useful. Be objective. (What did you see, what did the resident say etc.) Be as brief as possible and write clearly.
- On your initial visit, familiarize yourself with the routine to be followed when that resident dies.
- Call if you need help, regardless of the time. Call if you are uncomfortable or unsure about a situation.
- At the end of your shift, sign your last entry.
- Report all volunteer hours.
- Plan to stay long enough to give a report to the next volunteer.
- Provide a minimum of two-week notice of vacation plans.
- Maintain contact with Volunteer Coordinator.

**\*Personal Care Includes:**

Washing hands and face  
Assisting with dressing  
Combing hair  
Cleaning eyeglasses  
Assisting with hearing aids  
Feeding  
Providing routine mouth care  
Assisting person to use the bedpan  
1-2person transfer for toileting  
Shaving with electric shaver only

Two person assist for moving up in bed  
Turning side to side for bedbound residents  
Making bed (if occupied with assistance only)  
Assisting with walking or use of walker if minimal assistance only is required  
Handing individual doses of medicine to client as prepared by family member or R.N.  
Massage only on prior approval of visiting R.N.  
Assisting with management of bowel or bladder accidents

**The following are NOT part of the volunteer's role:**

Counseling  
Use of specialized medical equipment unless training is completed  
Preparation of medication  
Injections  
Administration of suppositories  
One person moving a bedbound person up in bed  
Care of contact lenses  
Shaving with a razor

**Qualifications:**

- Must be at least 18 years old
- Must have at least 3 months direct patient care experience or CNA or other health related training.
- Must complete Fundamentals of Caregiving or Modified Fundamentals of Caregiving course within 4 months of starting work
- Strong verbal and listening skills.
- Ability to follow directions accurately. Team player.
- Maturity and good judgment.
- Flexibility.
- Must have Food Handler's Permit
- Must have and maintain current Adult First Aid and CPR Certification
- Must complete 10 hours continuing education training annually
- Criminal background check
- Two step test for Tuberculosis or chest x-ray within the last 12 months and annually.

Please do not undertake to do anything that makes you feel uncomfortable. We do not expect you to do all the things listed but offer them as a guideline from which you can choose.

Time Commitment:: One 4 hour shift weekly for 6 months

Training: Enso House volunteer and in-service training

Evaluation:

I, \_\_\_\_\_, have read the above job description and agree to fill this position to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date