

Position Title: RCFE Caregiver
Division: The Cottages
Reports to: Executive Director/Administrators
Status: Non-Exempt

General Summary:

The **RCFE Caregiver** will provide the best possible care to all residents at Irvine Cottages.

Essential Job Functions:

- To report to the senior management any change in the physical, mental, or emotional conditions as well as changes in the social behavior of the residents.
- Assists residents with activities of daily living, including bathing, dressing, grooming, toileting, transferring and getting to and from activities and meals according to the individual service plan.
 - Allows and encourages residents to do as much of their own care as possible.
- Prepares and serves meals following nutritional and dietary needs.
 - Encourages residents to eat a proper diet and take adequate fluids while respecting the resident's right to free choice and records and reports changes in resident's eating habits to the supervisor.
- Initiates and participates in leisure activities provided for residents as described in the activity calendar and encourages residents to socialize and participate in planned activities or programs to develop friendships with other residents.
- Maintains residents' records daily in a timely manner and in accordance with company policy and procedures;
 - Documents medication distribution as applicable, leisure activities, incidents, and observations;
 - Reports any changes in resident's physical condition and/or behavior, and visitors; observes and reports the health and emotional condition of each resident;
 - Promptly reports all changes to the supervisor.
- Assists residents with medication as defined in medication procedure;
 - Assists or supervises residents who self-administer medication;
 - Follows physician orders and state laws to administer medications to residents who cannot self-administer their medications;
 - Exhibits understanding of and follows medication policies and procedures.
- Maintains a clean, safe, and orderly environment for the residents, including cleaning and laundry.
- Follows proper procedures in emergency situations and responds promptly and positively to resident requests for assistance.
- Knows location of each resident, reminds them to sign out when they leave the building, and notifies the supervisor immediately if unable to locate a resident.

Minimum Requirements:

- High School Diploma or GED
- Fluency in English
- CPR/FA, 1 & 2 (within 6 months of hire), and CPI certification
- Minimum 1+ year(s) related professional or personal experience
- Valid driver's license with clean record & current registration and insurance
- Must be over 21 years old
- Be in good health, as evidenced by physical exam (Health Screen Report)
- Provide criminal record information issued by the Department of Justice.
- Valid employment credentials

Physical Requirements:

- Ability to reach with hands and arms; climb, balance, stoop, carry, bend, kneel, crouch, or crawl, reach push and pull;
- Ability to lift/roll/transfer up to 150 lbs. while avoiding potential injury from transferring, repositioning, or lifting residents. Assistive devices can be provided.
- Ability to lift overhead, lift to waist high and lift to floor level.
- Ability to use fine motor and manual dexterity skills in writing and grasping.

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The employee will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The employee or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or employee of the Organization shall have any authority to enter into an employment agreement – express or implied – with any employee providing for employment other than at will.

To apply: all applicants **MUST** submit a cover letter and resume to be considered for this position. Please send all documents to **alzoc.hr@gmail.com**.