



MASTER STAFFING, INC.



JOB DESCRIPTION AND REVIEW OF CAREGIVER

Last Name

First Name

Middle Name/Initial

Responsible to the Board of Directors and President / CEO of **Master Staffing, Inc.**

Functions and responsibilities:

- Have a Caregiver Core Certification.
- Have a general knowledge and understanding of the client's medical history, current physical condition/case and his/her other needs before accepting an assignment. This includes information about client's age, height, weight, gender, and special accommodations, and other services needed.
- Have proper training and knowledge and be capable of having sole responsibility with the case.
- Be equipped with necessary medical supplies, such as disposable gloves and/or equipment needed by the client before proceeding to the assigned house or facility.
- Pack food, clothes, and other belongings needed for assigned stay (toiletries such as toothbrush, soap, towels, etc.) Can **NOT** borrow anything from the client.
- Always be properly attired, well groomed, neat, and clean.
- Always report for duty **ON TIME** to the assignment's location.
- Discuss house rules upon arrival. Inquire and make note of all the do's and don'ts from the host.
- Inspect personal belongings for client's assurance and safety upon arrival and dismissal.
- Perform light housekeeping.
- Take great care when providing assistance to the client, including moving, feeding, carrying, transferring, bathing, etc.
- Be knowledgeable in food preparation. Ask the client and/or consult the client's family about the client's food preferences. For example, Jewish clients may only eat Kosher foods and abstain from pork.
- Act professionally when dealing with the client by being courteous, friendly, and caring. Inform the client about actions to be performed. Be sensitive with the client's needs.
- Do **NOT** use client's address and phone number for any personal communication.
- Call 911 and/or client's representative (nearest kin or conservator) depending upon the agreement during emergencies or life threatening cases. Inform **Master Staffing, Inc.** Provide all information describing the client's condition to the paramedics and/or to the attending physician for proper treatment.



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- Limit length of personal calls to 3 minutes. Get permission from client before any personal call. Can **NOT** use client’s phone to make call.
- Do **NOT** introduce new activities to the client that without authorization from skilled and licensed professionals such as physicians, PTs, RNs, OTs, RTs, etc.
- Do **NOT** accept gifts from the client. Even tokens of appreciation are discouraged.
- Do **NOT** carry unauthorized or concealed weapons.
- Do **NOT** carry illegal drugs.
- Do **NOT** bring alcohol while on duty. Refrain from reporting to work if under the influence of alcohol and/or drugs.
- Contact **Master Staffing, Inc.** immediately if cannot report to work.
- Contact **Master Staffing, Inc.** should any problems or misunderstandings occur with the client. **Master Staffing, Inc.** will provide mediation and resolve any issues.
- Do **NOT** sleep while on duty, except during designated times of rest.
- Do **NOT** entertain personal visits or guests while on duty.
- Do **NOT** leave place of assignment at any time while on duty. Ask for written consent from the client or the client’s representative for any urgent needs outside the place of duty.
- If reliever is late, wait patiently and call **Master Staffing, Inc.** for further instructions.
- Call **Master Staffing, Inc.** during office hours at least 5 days prior to a change of schedule or day off.

I, the undersigned, understand, and will adhere to the above-cited nursing qualifications and job expectations. I have received my personal copy of this position description.

Employee’s Signature

Date

Verified & Checked by Master Staffing, Inc.

Date