



# Caregiver

## **Mission Statement for Rainbow Acres**

Rainbow Acres, a Christian Community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

Rainbow Acres is an independent not-for-profit Christian ministry related to the American Baptist Church in the USA. Established in 1974, Rainbow provides a residential community to fulfill its mission. An independent, self-perpetuating Board of Trustees from Arizona and across the nation governs the ministry.

Evidence of strong Christian commitment is desirable. Evidence of strong ethical standards and moral character is essential along with a sensitivity to the needs of the Ranchers.

**Job Title: Caregiver**

**Department: Operations**

**Reports to: Director of Operations**

**Prepared: September 2014**

**Summary:** The Caregiver is to provide the highest quality home care to enhance the quality of life for the Ranchers of Rainbow Acres. In fulfilling this mission the successful Caregiver will:

- Make their highest priority the enhancing of each Rancher's quality of life.
- Utilize all the programs, services and resources of Rainbow Acres, with efficiency.
- Participate with Health & Wellness, Learning Center and Vocational Directors/Coordinators in annual goals setting, and then reviewing and monitoring each Rancher's progress toward fulfilling those goals. The Caregiver participates in completing an annual evaluation of the Ranchers achievements.

## **MINIMUM PROFESSIONAL REQUIREMENTS**

The successful candidate has a High School Diploma or GED and three years experience in a related and certified medical related field.

Candidate must provide proof of verification of completion from a Caregiver training program, which may include any of the following:

- Documentation of completion of a caregiver training program approved by the AZ Department of Health Services or the Board of Examiners for Nursing Care Institution Administrators and Assisted Living Facility Managers.
  - A nursing care institution administrator's license issued by the Board of Examiners.
  - A nurse's license issued under A.R.S. Title 32, Chapter 15.
  - Documentation of employment as a manager or caregiver of a supportive residential living center before November 1, 1998
  - Documentation of employment as a manager or caregiver of an unclassified residential care institution before November 1, 1998.
  - Documentation of sponsorship of, or employment as a Caregiver, in an adult foster care home.
  - Documentation of sponsorship of or employment as a caregiver in an adult foster care home before November, 1998.
  - Safe driving record with fewer than two speeding fines and fewer than two accidents in the past two years.
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## PROFESSIONAL RESPONSIBILITIES

- Uphold the personnel policies, the mission and vision of Rainbow Acres to facilitate a quality Christian community on Rainbow Acres for the benefit of the Ranchers
- Empower Ranchers to achieve their highest potential by assisting the Ranchers to:
  - Develop and reinforce good daily hygiene.
  - Develop and reinforce good daily living skills including: laundry, house cleaning, nutrition, food preparation, and menu planning.
  - Develop and reinforce good money management skills.
  - Develop and reinforce good manners and behavior.
  - Develop and reinforce good communication.
  - Develop and reinforce honesty, trust, and responsibility in relationships.
  - Reinforce “living by the Golden Rule”.
  - Encourage and reinforce a Rancher’s ability to draw on “spiritual resources” to overcome the barriers that confront them
  - Encourage daily participation in physical exercise, athletic training and social activities
  - Encourage and assist Ranchers to achieve personal goals in the Learning Center, the Vocational Center, and in social relationships
  - Assist Ranchers with homework or learning programs
- Create a home environment where the Ranchers honor and respect the following:
  - Their peers among the Ranchers
  - Rules of good conduct in the home, on work crews and in public
  - The consequences of personal responsibility for their actions
  - Guidance and direction of Caregivers, Staff and others in positions of authority
  - Provide a clean and safe house for the Ranchers
  - Report any damages to property to Maintenance Dept.
  - Report any van or car problems to Maintenance Dept.
  - On a weekly basis do, or help Ranchers with changing all bed linens, vacuuming carpets, mopping floors, cleaning refrigerator, doing laundry, shopping for Rancher’s household needs
  - Provide incontinent care as required, including, but not limited to assistance with shower, applying incontinent barrier cream, change clothing and bedding
- Meal Duties:
  - Provide a balanced, nutritious breakfast
  - Make sure Ranchers are at lunch
  - Prepare and serve dinner as instructed by the kitchen
  - Utilize menu as provided
- Provide care for the Ranchers as follows:
  - Administer medications as prescribed; be attentive to potential side effects
  - Maintain accurate Medication records
  - Take Ranchers to scheduled medical and dental appointments
  - Review basic emergency responses: medical and fire, including exit routes from the house and when and how to dial “911”
  - Report any and all accidents and/or injuries by completing the proper incident forms
  - Report any side effects or drug reactions
  - Report any changes in eating habits

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- Report any emotional changes noticed: i.e. moodiness, depression, aggressive behavior, etc.
- Any inappropriate behaviors
- Any physical changes; i.e. bruises, cuts, rashes, etc.
- Monitor and record in log for Activities of Daily Living for each Rancher
- Assist the Ranchers in maintaining good communication with family members, parents, guardians, and friends beyond the Ranch as needed
- Protect Rancher Rights
- Write Incident Reports involving:
  - Outstanding Achievement
  - Misconduct or inappropriate behavior with other Ranchers, staff or persons in the community
- Monitor recreational activities, especially television and movies, for appropriate content. *Rainbow Acres does not permit pornography, X-rated videos, recreational drugs or other illegal activities on the Ranch or in Ranch activities. Rainbow Acres does not approve of sexual activities among Ranchers or with staff. Activities that are seen as inappropriate must be reported to the Director of Operations*
- Encourage Rancher participation in activities with others
- Provide appropriate discipline to misconduct. NOTE: *physical restraints, medical restraints, screaming, profanity and humiliation are not acceptable and will not be tolerated*
- Attend all mandatory staff meetings
- Attend In-Service or educational training sessions
- Assist or lead in work crews, recreational and Ranch activities as requested by the Ranch Director and the Director of Programs. These may include: janitorial, arts and crafts, weaving, greenhouse, landscaping, maintenance, food service, vehicle maintenance, tutoring in the Learning Center, job coaching, transportation, Rancher Choir, Special Olympics, etc.
- Uphold the personnel policies and Corporate Compliance Plan
- Follow work schedules
- Other duties as requested by the Director of Operations, Director of Programs, Chief Operating Officer or President of Rainbow Acres

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to: stand; walk; have great dexterity of hands and arms; push; pull; balance; stoop; kneel; crouch; crawl; talk; and, hear. The employee is occasionally required to sit. The employee must be able to properly and safely lift up to 25 pounds and must be able to help move clients with weight ranging to more than 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally in an indoor setting, but could be exposed to heat/cold from the some crew assignments. The noise level in the work environment is usually quiet to moderate.