

## Caregiver (HCA)

### **JOB SUMMARY:**

Caregivers are responsible for personal care and assisting with activities of daily living with clients in their homes. All employees must be committed to the concepts, philosophy, and mission of FirstLight and possess the desire to assist individuals to maximize their independence and reach their fullest potential in their personal residence.

### **FLSA STATUS:**

Non-Exempt

### **JOB RELATIONSHIPS:**

- Supervised by: Care Coordinator
- Workers Supervised: N/A

### **RESPONSIBILITIES:**

Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Provide general attention to the non-medical needs of the client(s) following an established Service Plan/Care Plan. This may include personal hygiene, toileting, bathing, oral care, hair, skincare, assist with instrumental activities of daily living; provide companionship to the client, including acting as a conversationalist and good friend.
- Conduct light housekeeping duties such as laundry and linen service, to include washing, ironing, and folding clothes
- Prepare and serve meals and snacks as needed
- Provide shopping service to client(s) to include grocery and clothes shopping • Provide incidental transportation for the client(s), which can include doctor appointments, and visits to friends, family members, and stores
- Engage in assistance and planning of client's recreational activities and events • Remind client(s) to take medications
- Assist client(s) in and out of bed, excluding the use of mechanical lifting equipment unless trained and documented as competent
- Assist client(s) with walking, including the use of walkers and wheelchairs, when applicable • Remain in client vicinity at all times during shift and report any unusual incidents and act quickly in cases of emergency
- Utilize the FLHC required time management system for Clock-in and Clock-out procedures when reporting for work and when clocking out from work
- Document services delivered in accordance with FirstLight Home Care policies and procedures. • Record and report changes in the client's physical condition, behavior, or appearance to the supervisor.
- Report any unusual incidents and act quickly in cases of emergency.
- Adhere to HIPAA regulations
- Provide general companion care services, and homemaker services.
- Participate as requested in the quality assurance reviews and evaluations of FirstLight's services • Stay current with changing technology, including software programs.

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- Uphold, support, and promote all company policies and procedures.

### **QUALIFICATIONS:**

To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills, abilities, certifications, and educational experience required.

#### **1. EDUCATION/EXPERIENCE**

- High school diploma or general education degree (GED)
- Ability to effectively interact with clients, families, and FirstLight team.
- Personal care Training Program Certification and Competency

#### **2. CERTIFICATIONS, LICENSURE, & REGISTRATION**

- Caregiver (Home Care Aide) must be registered as an Home Care Aide (HCA) on California Department of Social Services (CDSS) state registry.

#### **3. LANGUAGE SKILLS**

- Ability to read and understand short instructions, correspondence, and memos •  
Ability to effectively communicate through written and verbal language
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

#### **4. REASONING ABILITIES**

- Ability to evaluate situations and make complex decisions using critical thinking and reasoning.

### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision distance vision, peripheral vision, and the ability to adjust focus. The work environment is in an office and/or indoors in a resident's home and may contain a potential exposure to illness and/or body fluids. The noise level in the work environment is usually moderate.



Policy: HR-04e  
Accreditation Standard: yes

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I have read the above job description and fully understand the conditions set forth therein, and if employed as CareGiver, I will perform these duties to the best of my knowledge and ability.

Daija N Temple

*Print Name*

*Daija*

*Signature*

10/13/2025

*Date*