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Sky Residential – Corporate
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Sky Residential – Franklin
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Position Title:

Caregiver

Manager's Position:

House Manager

Result Statement: To provide quality client care according to CBRF/Adult Family Home regulations for the state of Wisconsin and the *Sky Residential Services* Employee handbook.

Qualifications: Must be at least 18 years of age. Minimal communication skills, able to read and write, and follow directions from your supervisors. To complete, within the set time period, all required CBRF/Adult Family Homes certifications. Have minimal observations skills and be able to recognize changes or variations from the normal and report them to the House Manager.

Work Listing: All strategic and tactical work for which this position is accountable.

1. Be knowledgeable of the duties for all the shifts you work.
2. Keep the facility in a clean, orderly, and safe condition.
3. Complete all required educational programs and keep all certifications up to date by participating in continuing education courses.
4. Provide personal cares to our clients according to the established individual service plan, encouraging independence in a safe and efficient manner.
5. Keep accurate records, including charting and time slips.
6. Maintain assigned schedule and report any need to change schedule to the house manager.
7. Conduct self in a manner that conveys confidence and reflects positively on the facility.
8. Report any and all changes about the client's condition to the house manager.

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Standards: Quantity, quality, and behavior standards for which this position is accountable.

Position Specific:

1. Provide encouragement and support for fellow caregivers while keeping management informed of any potential issues.

Company-wide:

1. All work will be performed in accordance with all government laws, regulations, ordinances, and court rulings in those jurisdictions in which the company operates.
2. All work will be performed according to company policies and standards inherent in all position contracts, employee manuals, ongoing policy memoranda, and facilities and dress codes.
3. Client and company information will be held as **strictly confidential** outside of the company.
4. All telephone calls, both internal and external, will be returned within one business day and within two hours whenever possible.
5. Managers and/or upper management will be notified of any irresolvable issues or deadlines that cannot be met by reporting position, prior to the due date.
6. Problems with any system must be brought to the attention of upper management so the system can be improved.
7. Each employee for future reference will retain all policy memoranda/addendum, indicating changes in policy and/or procedure.
8. Employees will provide staff assistance as requested; each employee may be asked from time to time to cover other areas of accountability. All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing company policies and standards.
9. All business communications, whether verbal, visual, or written, whether for internal or external use, will be professional in tone and content and according to any applicable and existing company policies and standards.
10. Employees will respect each other's time, space, and need for concentration. Socializing and interruptions must not impede workflow.
11. Employees will have the opportunity to schedule meetings with their house manager.
12. All employees are expected to be on time for their shift and stay for the duration of said shift.
13. Notice of illness should be given within a reasonable amount of time as to ensure shift coverage. We would appreciate at least a 2-hour notice when possible. Remember it is your responsibility to cover your own shift unless the situation is an emergency.
14. Requests for time off must be received for consideration by the 10th of the prior month you are requesting off, with only rare instances of the contrary being considered by management.
15. Employees are encouraged to recommend ideas for the improvement of their department and position that are consistent with the company's objectives.

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Signatures:

Statement of the Position Holder:

I accept the accountabilities of this position and agree to produce the results, perform the work, and meet the standards set forth in this position contract. If I do not produce the results, perform the work, and/or meet the standards I am aware that I am subject to termination.

Date

Employee Signature

Printed Name

Statement of Position Holder's Manager:

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (results, work, and standards) to be accomplished.

Date

Signature of Residential Supervisor/House Manager