

Job Title: Caregiver
Department: Infirmary
Reports To: Infirmarian
Job Status: Regular/Full-time
FLSA Status: Non-exempt

Physical Strength: Heavy
Revised By: Colette Blakely
Revision Date: September 5, 2023
Approved By: Br. Louis de Montfort
Approval Date:

SUMMARY

Under general supervision, performs duties of a Caregiver. Operates from specific and definite directions and instructions. Serves as a caregiver for aged and infirmed monks, providing assistance with activities of daily living and basic nursing duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

- Conducts periodic evaluation of quality of life of monks in Infirmary's care.
- Maintains and supervises medical records in unit; reports patient progress to Infirmarian.
- Oversees and manages daily intake of medications and current prescriptions for patients.
- Evaluates and takes proactive approach to quality of life/activities of daily life of patients.
- Maintains personal hygiene of patients.
- Transports monks to medical appointments and provides a written report of encounter.
- Serves meals to the infirm and sick.
- Maintains and supervises cleanliness of unit and residency of the infirm.
- Frequently interacts with individuals both within and outside of organization.
- Always maintains the highest health and safety standards; uses Personal Protective Equipment as necessary and complies with building codes and all other regulations.
- Performs other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

SUPERVISORY RESPONSIBILITIES

May direct the works of monks who are assisting in the infirmary

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of HIPPA regulations as related to sharing of patient information.
- High level of confidentiality and discretion.
- Ability to follow directions and be receptive to feedback from supervisor.
- Able to communicate effectively and compassionately with staff, physicians, patients and family members.
- Able to respond appropriately in stressful situations.
- Demonstrated ethic of accountability in the workplace; experience maintaining strict confidentiality and discretion.
- Ability to support others' objectives as his/her own.
- Requires excellent judgment, communication skills, and a personal commitment to outstanding customer service.

Job Description

- Must be a self-starter with ability to work both independently and as a member of a team.
- Ability to take initiative on projects as directed and demonstrate excellent time management skills, while demonstrating a high degree of flexibility, adaptability and the ability to prioritize tasks and simultaneously focus on multiple projects and deadlines.
- Strong attention to detail management and organization, with a 'process quality' mindset.
- Strong oral and interpersonal communications skills and phone etiquette, with a demonstrated ability to interact with a variety of individuals from a diverse variety of backgrounds and cultures, at all levels of the organization.
- Ability to thrive in a dynamic and friendly environment characterized by growth and change.
- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner which facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Must have working knowledge of the Catholic Church; understanding of monastic community life helpful.
- Must be available for occasional weekend and/or evening work
- Must be able to follow all safety procedures, including use of approved Personal Protective Equipment.
- Employee must be of the male gender as this position will require working inside the monastery.
- In order to provide Infirmary guests with a pleasant and healthy experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

EDUCATION and/or EXPERIENCE

- High school education required; some college coursework preferred
- Experience as a Caregiver required; CNA experience preferred

LANGUAGE SKILLS

Strong verbal and written skills.

MATHEMATICAL SKILLS

Solid basic math skills.

COMPUTER SKILLS

Basic computer skills using Microsoft office suite and internet

CERTIFICATES, LICENSES, REGISTRATIONS

- Current First Aid/CPR, Blood-borne pathogen and HazComm certification required
- Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Pushing up to 200 pounds, lifting up to 100 pounds and carrying up to 50 pounds regularly throughout workday.
- Ability to regularly sit, stand, bend, stoop, and reach overhead
- Able to work with cleaning chemicals and bio-hazardous materials

WORK ENVIRONMENT

Infirmary environment