

ROLES AND RESPONSIBILITIES OF CAREGIVERS IN ASSISTED LIVING FACILITIES

For Adult and Senior Care Facilities

All facilities licensed by the California Department of Social Services, Community Care Licensing Division (CCLD) must comply with regulations in Title 22 of the California Code of Regulations (22 CCR) and the Health and Safety Code (HSC).

Roles and Responsibilities of Caregivers:

Overall position purpose is providing direct care to residents in a safe and timely manner and to uphold resident's rights at all times. A caregiver in an Adult and Senior Care facility acts as a universal care giver and their responsibilities are enumerated below.

Specific Responsibilities include:

1. *Assisting with personal care:* Including transferring, bathing and grooming, dressing, toileting, feeding and exercise
2. *Basic meal preparation and household preparation:* Preparing and serving meals, shopping, housekeeping, laundry, and other errands as needed
3. *Medication management:* Assist with administration of medications at prescribed times (resident to self-administer); filling and oversee medication and prescription usage; appointment reminders
4. *General health care:* Overseeing, monitoring, and assisting with general health needs
5. *Personal supervision:* Providing companionship and general supervision to ensure safety
6. *Transportation:* Driving to and from appointments and activities, running errands, and help getting in and out of vehicles
7. *Emotional support:* Providing a stable companion and supporter in all matters personal, health-related and emotional (this may range from missing their old home or family and needing an ear to assistance with voting) and encouraging engagement in various activities
8. *Encourage residents to function at their highest ability:* Including encouraging participation in their care as much as they are able; provide toileting opportunities in a timely manner; assistance with eating as needed; assistance with activities; and encourage exercise as they are able
9. *Housekeeping:* Keeping resident's rooms, bathrooms and common areas of the facility tidy; washing residents clothing and changing bed linen weekly or as often as needed; and following all infection control practices
10. *Health monitoring:* Following a care plan and noticing any changes in the resident's health; recording and reporting any differences immediately to the administrator and/or responsible party
11. *Assist residents in the event of an emergency:* Including, but not limited to, evacuation of resident's, first aid, and CPR
12. *Reporting issues:* Report any issues or incidents with residents to the facility administrator
13. Adhere to safety standards set by the facility

***Note: All responsibilities apply to temporary staff brought on as caregivers due to staffing shortages**

****As a mandated reporter, all caregivers are required to report suspected abuse**