

**Town of Alton Job Description  
Heidke Trust Fund  
Job Description  
Caregiver**

**Date:**

**General Position Description:** To assist and attend to the needs of the assigned elderly residents/clients with their daily task within their home. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the caregiver.

**Accountability:** Welfare Officer, Deputy Welfare Officer and Welfare Director

**Equipment Used:** Telephone, Writing Utensils, Vehicle

**Environment:** Inside: 99% Outside: 1%

**Duties and Responsibilities:** Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Preparing Meals
2. Light Houskeeping
3. Laundry
4. Running Errands
5. General Companionship
6. Social Interaction
7. Encourage Self Sufficiency
8. Perform other duties as needed with regards to the day-to-day functions of the client

**Support:** Assigned Client(s). This position supports the Town of Alton with regards to administering the Heidke Fund Caregiver services.

**Financial Data:** N/A

**Computer Operation:** N/A

**Other Functions:** N/A

**Cognitive and Sensory Requirements:**

- **Vision:** Necessary for visual operation in all aspects of the position to ensure the safety of the assigned client(s), for being able to read labels or instructions, etc.
- **Hearing:** Necessary for listening to instructions and questions.
- **Speaking:** Necessary for communicating with the assigned client(s).
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for handwriting.
- **Mobility:** Needed to walk around a client's home or for other duties such as errands at outside locations.

**Physical Requirements:**

Lift up to 10 pounds: occasionally required.

Lift 11 to 25 pounds: rarely required.

Lift 26 to 50 pounds: rarely required (help may be available)

Lift over 50 pounds: never required.

Carry up to 10 pounds: occasionally required.  
Carry 11 to 25 pounds: rarely required.  
Carry 26 to 50 pounds: rarely required (help may be available)  
Carry over 50 pounds: never required.  
Balancing: occasionally required.  
Push/pull: occasionally required.  
Reach above shoulder height: occasionally required.  
Reach at shoulder height: occasionally required.  
Reach below shoulder height: occasionally required.  
Sit: one to two hours per visit.  
Stand: one to two hours per visit.  
Walk: one to two hours per visit.  
Twisting: occasionally required.  
Bending: occasionally required.  
Crawling: never required.  
Squatting: occasionally required.  
Kneeling: occasionally required.  
Crouching: occasionally rarely required.  
Climbing: occasionally required.  
Driving: occasionally required.

**Fine motor skills (hands, wrists, fingers, feet, toes, etc.):**

- Grasping: occasionally required.
- Handling: occasionally required.
- Torqueing: never required.
- Fingering: occasionally required. Hand tools, Cleaning, etc.
- Foot/feet: occasionally required. Walking inside the home, walking outside the home while running errands, operating a vehicle.
- Toes: never required.
- Controls and equipment: Hand and power tools, motor vehicles, telephone, etc.

**Work Surfaces:**

- Rough, wet, slippery terrain
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Cupboards
- Desk, Table
- Closet with shelves
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surfaces
- Grass, dirt, gravel, mud
- Vertical and horizontal step surfaces

**Summary of Occupational Exposures:**

- May be exposed to household chemicals, paints and solvents.
- May be exposed to periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Most work occurs within the client's setting.
- Some travel in a motor vehicle is required.
- Occasionally, home visits may involve temporary exposure to uninhabitable conditions.
- May be exposed to periods of unnatural light, loud noises, air conditioning, etc.

- **Other Training, Skills and Experience Requirements:** Caring and compassionate relationship with the elderly. Any equivalent combination of education and experience, which demonstrates possession

of the required knowledge, skills, and abilities. First Aid training is recommended however not required.

**License/Certification Requirements or other Considerations:**

- Valid NH driver's license.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.
- Certification in Home Health Care and CPR Certification is recommended however not required.

**Schedule:** Varies to the needs of the assigned client(s). Limited to 10 hours per client, per week.