



LEAD CAREGIVER/SENIOR CAREGIVER

COMPANY SUMMARY:

If you have a passion for directly helping people and tangibly impacting their lives, Senior Home Companions (“SHC”) could be a wonderful place for you. SHC serves older adults in Indianapolis with our unique blend of personalized assistance. From providing friendship and companionship to hands-on personal care, SHC connects clients with a full spectrum of support that allows seniors to remain in the home of their choice with purpose and dignity. SHC is a private Indianapolis-based company with five locations in Indiana and Florida and over 500 ladies and gentleman serving clients.

JOB SUMMARY:

The Lead Caregiver/Senior Caregiver will be committed to approaching administrative tasks with tenacity and exceptional attention to detail. Beyond basic administrative tasks and takes on multiple projects at once. Excellent work ethic and strength in maintaining and enhancing Care Team morale. The Lead Caregiver/Senior Caregiver will ensure that clients receive personalized service and consistent care by spending a large amount of time providing hands-on care and medication oversight (HHA/CNA required). The Lead Caregiver/Senior Caregiver will direct all activities as well as provide leadership and direction to other caregivers on the Care Team. The Lead Caregiver/Senior Caregiver will cooperate and coordinate with outside medical help hired directly by the clients, as needed.

SKILLS:

The Lead Caregiver/Senior Caregiver must be a self-starter with excellent organizational, caregiving and problem-solving abilities. Outstanding interpersonal communication and written skills. Must be experienced in Elder Care. Must be able to motivate and direct other Care Team members while also providing hands-on care for about 75% of the time. The ideal candidate will be a strong leader who has a passion for the elderly and creating a spirit of hospitality.

EXPERIENCE:

- Proven track record of success in senior housing or a healthcare setting as a caregiver
- Credentialed as HHA/CNA or higher
- 5+ years experience in elder care industry
- 5+ years supervisory experience overseeing staff and processes
- Exceptional communication skills, adapting to the needs of the ever-changing audience (associates, clients, families, community)
- Proven consultative skills to provide information, advice and guidance to clients and their families
- Superior knowledge and understanding of development factors specific to adult and geriatric clients
- Sincere desire to take the reins and have ownership, sees things through to completion, tenacious, has an intrinsic need to do well, enthusiastically does what is necessary to get it done
- Efficiently skilled in tackling administrative and client-oriented tasks in a fast-paced working environment
- Shows effective problem solving and conflict management skills
- Handles sensitive and/or difficult issues with grace and confidence
- Remains clear-headed and focused and inspires others to do the same

ESSENTIAL JOB FUNCTIONS:

- Be a “Champion” of SHC, Ambassador of the Elder Care profession and own superlative service
- Live out SHC’s values of Integrity, Compassion and Effectiveness
- Implement and support client Service Plans
- Provide clients with help moving in/out of beds, baths, wheelchairs or automobiles and with dressing and grooming
- Care for clients by changing bed linens, washing and ironing laundry, cleaning or assisting with their personal care
- Maintain records of client care, condition, progress or problems to report and discuss observations with Client Care Manager
- Entertain, converse with or read aloud to clients to keep them mentally healthy and alert
- Accompany clients to doctor’s offices or on other trips outside the home, providing transportation, assistance and companionship
- Plan, purchase, prepare, or serve meals to clients or other family members, according to prescribed diets
- Coordinate with Medical services contracted by clients, as needed
- Foster an environment where clients are thriving by planning, carrying out and evaluating services based on the needs, interests and choices of clients
- Coach and mentor the Care Team to help improve knowledge and/or skills
- Facilitate caregiver training