



# SAMPLE JOB DESCRIPTIONS

*Help Your Local Community During the Coronavirus (COVID-19) Outbreak*

## VOLUNTEER CAREGIVERS/AIDES

Given the coronavirus (COVID-19) outbreak, older community members (ages 60 and up) are at a higher risk of complications from coronavirus. Many of these senior community members are housebound, either due to other medical conditions or to avoid potential exposure to coronavirus. And in some cases, these seniors do not have close family members, neighbors or caregivers to care for them in time of need.

We're looking for volunteer caregivers and aides to help at-risk, housebound community members. This is an opportunity for you to give back to your local community during a time of need.

### RESPONSIBILITIES

- As a volunteer caregiver or aide, you'll support at-risk, housebound community members through the following responsibilities:
- Administer prescribed medication
- Help with ambulation and mobility around the house or outside (doctor's appointments, walks etc.)
- Assist with personal care and hygiene
- Help with completion physical therapy and other recommended exercises
- Complete shopping or accompany community members when they shop if needed
- Perform light housekeeping duties that community members can't complete on their own, including preparing meals
- Collect information about conditions and treatment plans from caregivers, nurses, doctors and family members
- Report any unusual incidents to nurses, doctors and family members
- Act quickly and responsibly in cases of emergency
- Clean and disinfect frequently touched areas, including changing bed sheets

### REQUIREMENTS

- Previous caregiver experience preferred but not required
- Current CPR (American Heart Association) Certification
- Willingness to adhere to health and safety standards, including those outlined by the CDC in relation to coronavirus
- Knowledge of housekeeping activities and cooking with attention to dietary constraints

- Must be respectful and compassionate with a good bedside manner
- Outstanding communication, time management and interpersonal skills
- Physical endurance to complete required tasks
- Access to reliable transportation
- High school diploma or equivalent

## VOLUNTEER CNAS AND NURSES

Given the coronavirus (COVID-19) outbreak, older community members (ages 60 and up) are at a higher risk of complications from coronavirus. Many of these senior community members are housebound, either due to other medical conditions or to avoid potential exposure to coronavirus. And in some cases, these seniors do not have close family members, neighbors or caregivers to care for them in time of need.

We're looking for volunteer CNAs and nurses to help at-risk, housebound community members. This is an opportunity for you to give back to your local community during a time of need. If you're a certified nursing assistant or a nurse who is retired, in between jobs, or have extra time outside your day-to-day role, you'll be an ideal fit for this volunteer position.

### RESPONSIBILITIES

As a volunteer, medically-trained CNA or nurse, you'll support at-risk, housebound community members through the following responsibilities:

- Help with daily activities, including but not limited to: bathing, dressing, serving meals, helping clients eat, turning clients and ambulating clients
- Administer medication as prescribed by the client's physician
- Take and record measurements of vital signs such as blood pressure, temperature, heart rate etc.
- Complete examinations for bruises, blood in urine or other injuries/wounds
- Collect information about conditions and treatment plans from caregivers, nurses, doctors and family members
- Lift clients into beds, wheelchairs, exam tables, etc.
- Clean and disinfect frequently touched areas, including changing bed sheets

### REQUIREMENTS

- High school diploma or GED; completion of a state-approved CNA certification training course (for CNA volunteer opportunities)
- Bachelor's degree in nursing; current nursing license in the state (for nurse volunteer opportunities)
- Current CPR (American Heart Association) Certification
- Willingness to adhere to health and safety standards, including those outlined by the CDC in relation to coronavirus
- Comfortable working in a fast-paced and sometimes stressful environment
- Good communication skills and bedside manner with a compassionate personality
- Access to reliable transportation
- Basic computer skills
- Excellent personal hygiene