

# WESLEY HOUSING CORPORATION OF MEMPHIS, INC.

**Job title: Universal Caregiver**

**Division/Department and Location: Wesley Fountain Place**

**Reports to: Community Manager/Administrator/Assistant Manager**

## **Essential Duties and Responsibilities:**

Cares for the resident/client by cleaning, changing linens, assistance with activities of daily living, preparing and serving meals, medication monitoring, reporting and documenting unusual circumstances and/or behaviors of residents, assist with activities, laundry, stocking and ordering supplies, ensure well-being of residents/clients with one-on-one interactions to engage the residents/clients, and other duties as assigned and delineated in current policies and procedures.

Must be courteous to residents/clients, families and other staff at all times in addition to maintaining confidentiality with regard to information concerning residents/clients and the business of the community/company.

Responds promptly to resident/client needs to manage difficult or emotional situations.

Treats residents/clients with respect and consideration at all times.

Responds to unusual circumstances and reacts well under pressure.

Observes safety and security procedures and reports potentially unsafe conditions to the Community Manager/Administrator/Assistant Manager in accordance with current policies and procedures.

A clear and consistent commitment to the principles of the United Methodist Church as it relates to published policy.

## **Education and/or Work Experience Requirements:**

- Must have high school diploma or GED
- Must possess valid driver's license

## **Physical Requirements:**

- Ability to safely and successfully perform the essential functions of the job consistent with the ADA, FMLA and other federal, state and local standards including meeting qualitative and/or quantitative productivity standards in accordance with published policies and procedures.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards and current personnel policies
- Must be able to ambulate, bend, stoop and reach. Must be able to perform heavy work including lifting and carrying up to 50 lbs.
- Must be able to talk, listen and speak clearly
- Must be able to provide personal transportation and current vehicle insurance coverage
- Must have a cell phone or home phone and agree to its use
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

**Background check, references and drug screen completed on all positions. EOE**

**To apply, send resume to: [human\\_resources@wesleyhousing.com](mailto:human_resources@wesleyhousing.com) or fax to: 901.380.4910.**