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**STRUCTURED FAMILY CAREGIVER JOB DESCRIPTION**

**JOB SUMMARY**

Structured family caregiving means a caregiving arrangement in which a participant lives with a principal caregiver who provides daily care and support based on the participant's daily care needs. The principal caregiver may be a nonfamily member or a family member who lives with the participant in the private home of the participant or the principal caregiver.

Necessary support services are provided by the principal caregiver (family caregiver) as part of a structured family caregiving service. Caregivers must be qualified to meet all federal and State regulatory guidelines and be able to provide care and support to a participant based on the participant's assessed needs. Caregivers receive training based on the participant's assessed needs and are paid a per diem stipend for the care and support they provide to participants.

Structured family caregiving preserves the participant's dignity, self-respect, and privacy by ensuring high-quality care in a non-institutional setting. The goal of this service is to provide necessary care while fostering and emphasizing the participant's independence in a home environment that will provide the participant with a range of care options as the needs of the participant change. The goal is reached through a cooperative relationship between the participant (or the participant's legal guardian), the caregiver, the HCBS Medicaid waiver care manager, and the structured family caregiving provider. Participant needs will be addressed to support and enable the individual to maximize abilities to function at the highest level of independence possible while caregivers receive initial and ongoing support to provide high-quality care. The service is designed to provide options for alternative long-term care to persons who meet the nursing facility level of care and whose needs can be met in structured family caregiving.

**RESPONSIBILITIES & DUTIES**

Structured Family Caregiving includes routine intermittent personal care, supervision, cueing, meals, homemaker, chore services, medication management (to the extent permitted under State law), and other instrumental activities of daily living (e.g., transportation for necessary appointments and community activities, shopping, managing finances, and phone use) and other appropriate activities as described in the participant's person-centered service plan are included activities in structured family caregiving.

Consistent with a participant's assessed needs and as reflected in the person-centered care plan, separate payment for other waiver services provided by a third-party Medicaid Provider may be authorized by the State, including community transition supports, community transition coordination, adult companion services, adult day services, respite care, emergency response systems, in-home nursing services, specialized medical equipment, specialized medical supplies, environmental accessibility adaptations, and nutritional supplements.

Consistent with a participant's assessed needs and as reflected in the person-centered care plan, extraordinary personal care needs that exceed intermittent daily assistance may also be authorized for separate payment, for example, when the participant requires more than one person's assistance to complete activities of daily living.

**Allowable Activities**

Structured family caregiving includes the following activities (Levels 1-3):

* Home and community assistance care services related to needed IADLs
* Attendant care services related to needed ADLs
* Medication oversight (to the extent permitted under state law)
* Escorting to necessary appointments, whenever possible, such as transporting individuals to doctor appointments and community activities that are therapeutic in nature or assist with maintaining natural supports
* Caregivers not living in the home of the participant if this arrangement began prior to Feb. 1, 2020
* Unskilled respite for the family caregiver for a maximum of 15 days per calendar year (Note: Funding for this respite is included in the per diem paid to the service provider; the actual respite service may not be billed in addition to the per diem.)
* Other appropriate supports as described in the individual's service plan

**Activities Not Allowed**

The following activities are not allowed under structured family caregiving:

1. Structured family caregiving service provided as a participant provider by any of the following:
2. The parent of a minor child participant
3. Spouse of a participant
4. Attorney-in-fact (or POA) of a participant
5. HCR of a participant – Legal guardian of a participant
6. Personal care services provided to medically unstable or complex participants as a substitute for care provided by a registered nurse, licensed practical nurse, licensed nurse, or other health professional.

Separate payment will not be made for any of the following waiver services:

1. Adult family care
2. Assisted Living
3. Attendant care
4. Home and Community Assistance
5. Transportation

**NOTE**: Must be able to communicate with the Supervisor or Direct Client Coordinator any changes in the Client's physical condition, behavior, or appearance. Must be able to document services provided to Clients following company policy and procedures.

**KNOWLEDGE, SKILLS, and ABILITIES**

* Must possess a strong service orientation, including active listening skills, critical thinking skills, and close monitoring of clients.
* Basic understanding of medical terminology

**ATTENDANCE**

Individuals in this position are expected to be available during scheduled work hours and occasionally evenings and weekends.

**POSITION MINIMUM QUALIFICATIONS**

* Highschool diploma, GED preferred but not required
* Minimum of 6 months experience in a similar role
* Ability to perform housekeeping tasks, prepare meals, pay household bills, and run errands
* Exceptional interpersonal skills, a caring approach, compassion for the job, and being physically fit

**PHYSICAL REQUIREMENTS**

The physical demands listed are representative of those that an employee MUST meet to perform the essential duties and responsibilities of the job successfully. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

* **Environment:** The work setting is typical of a healthcare setting in a Client's home.
* **Physical:** The primary functions require significant physical ability and mobility to work. The employee will stand and sit for prolonged periods with occasional bending, stooping, kneeling, crouching, and reaching. Employees should never twist their bodies or use poor mechanics to perform duties. Employees will be required to lift, carry, push, or pull light to heavy (75 pounds or more) amounts of weight. Employees must operate equipment requiring repetitive hand movement and fine coordination, including using a computer keyboard. You may be required to travel to different locations using personal or commercial transportation at your expense.
* **Visual:** Able to see in a normal visual field with or without corrective devices.
* **Hearing:** Able to hear in the normal audio range with or without corrective devices.

**SPECIAL CONDITIONS of EMPLOYMENT**

* National or Expanded Criminal Background Check
* Reference Checks
* Employee Onboarding

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This Job description is intended to summarize the position's primary responsibilities and qualifications. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. A personnel file and a signed job description documenting responsibilities in writing will be maintained.

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Structured Family Caregiver **Signature** Date

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Structured Family Caregiver **Print**

**Office Use:**

Adopted: 9/28/2023

Effective Date: January 2024

Revision Date: