

**Title of Position**

Companion/Homemaker

**Title of Immediate Supervisor:**

Service Supervisor

**Risk of Exposure to Bloodborne Pathogens:**

HIGH

## POSITION RESPONSIBILITIES

1. Follows the plan of care to help the client to maintain good personal hygiene and maintain a healthful, safe environment, is to perform ONLY those functions specified for each individual client.
2. Receives written instructions from the supervisor.
3. Has knowledge of agency policies and procedures.
4. Is trained in first aid.
5. Is oriented and trained in all aspects of care to be provided to clients.
6. Is able to demonstrate competency in all areas of training for personal care.
7. Companion/Homemaker may assist clients with the following activities:
  - a. Reminding the client to take medications and opening containers for the client;
  - b. Housekeeping and laundry;
  - c. Reminding client to bathe and take care of personal grooming and hygiene;
  - d. Observation/supervision of snack, meal planning and preparation, and/or eating;
  - e. Toileting and toilet hygiene;
  - f. Arranging for medical and dental care including transportation to and from the appointment;
  - g. Grocery Shopping;
  - h. Providing or arranging for social interaction;
  - i. Providing transportation;
  - j. Observing/reporting home safety;
  - k. Administering emergency first aid;
  - l. Assist with Communication.
8. Documents observations and services in the Individual client record.
9. Reports any change in the client's mental or physical condition or in the home situation to his/her immediate supervisor.

## JOB CONDITIONS

1. The ability to drive and the ability to access clients' homes which may not be routinely wheelchair accessible are required.
2. Hearing, eyesight and physical dexterity must be sufficient to perform a physical assessment of the client's condition and to perform client care/services.

## **JOB CONDITIONS**

3. On occasion, may be required to bend, stoop, reach and move client weight up to 250 pounds; lift and/or carry up to 30 pounds.
4. Must be able to communicate clearly, both verbally and in writing.

## **EQUIPMENT OPERATION**

1. Hand Washing materials.

## **COMPANY INFORMATION**

1. Has access to all client medical records which may be discussed with the Service Supervisor.

## **QUALIFICATIONS**

1. Completion of at least the ninth grade. Preferably a high school diploma or equivalent.
2. Must be free from health problems that may be injurious to client, self and co-workers and must present appropriate evidence to substantiate this.
3. Must comprehend the basics of housekeeping and meal preparation.
4. Must understand and respect clients including ethics and confidentiality of care.
5. Must be able to understand, read and write English.

## **ACKNOWLEDGMENT:**

Employee Signature:

Date: