



Job Description Caregiver – Companion Care

BUSINESS UNIT – DOMAIN:	Comfort Keepers	
DEPARTMENT:	Company Operations	
JOB TITLE:	Caregiver – (Companion Care)	
CURRENT JOB HOLDER NAME:		Date: __/__/__
IMMEDIATE MANAGER:	Operations/Recruitment Manager	
Number of employees managed:	N/A	
JOB CLASSIFICATION:	Non-Exempt	

JOB SUMMARY

Responsible for non-medical, in-home support services which provide for the comfort, safety, and general supervision of clients as well as home management services. Provides companionship to those individuals requiring socialization and/or minimum guidance to assure a safe, protected, clean, and orderly environment. This person will not provide hands-on care for the client (such as feeding and dressing) but will provide companionship, offer encouragement, and perform light housekeeping tasks.

QUALIFICATIONS

High school diploma or GED preferred. Must demonstrate satisfactory completion of any state mandated training.

Applicant must be bondable and meet or exceed minimum qualifications for each of the following background checks: Criminal Background Investigation, Motor Vehicle Driving Record, Professional and Personal Reference Checks, and give permission to submit to random drug and alcohol testing. Must have reliable transportation and fulfill assignments with reliability and punctuality. Must have a valid driver's license and automobile insurance.

Must satisfactorily complete Comfort Keepers training and orientation program. Must accept responsibility for learning and adhering to Comfort Keepers policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, clients, and family members. Must be genuinely concerned about helping people and have high standards of honesty and integrity. **Must be willing and available to work hourly shifts ranging from a minimum of 3 hours to a maximum of 12 hours/day and be able to work anywhere in Onondaga County. Must be available and willing to work every other weekend and hours as outlined in the Availability Form (availability may only be changed no sooner than every ninety (90) days and is subject to approval of Comfort Keepers Administrative Staff based on current staffing needs).**

ESSENTIAL FUNCTIONS

- Provides general attention to clients' non-medical needs in accordance with their established Plan of Care.
- Provides companionship for the client including, but not limited to: talking and listening, reading aloud, providing social and emotional support, and promoting a sense of well-being.
- Promotes the clients' mental alertness through involvement in activities of interest.
- Provides a clean, safe, and healthy environment for the clients and family members.
- Provides light housekeeping tasks including laundering of client's garments and linens and changing the bed.
- Pet care limited to feeding and enabling pet to exit the house safely under the supervision of client.
- Water plants as needed.

- Assists in meeting nutritional needs by providing meal planning, meal preparation, grocery shopping, dishes, and kitchen clean-up.
- Observes and reports any changes in the client's mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner.
- Reminds client to take self-administered medications.
- Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers.
- Participates in in-service and continuing education programs, staff meetings, and client conferences as requested by immediate supervisor.
- **Completes required documentation of services delivered and submits to office in a timely manner according to policy.**
- **Clocks in and out of cases accurately using their badge and the time keeping system to record their time worked.**
- Maintains confidentiality regarding client information.
- Other reasonable related duties as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

- Must be able to follow verbal and written instructions and document services provided.
- Ability to speak clearly so others can understand.
- Excellent interpersonal abilities by being able to give full attention to what others are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Evidence of the practice of a high level of confidentiality.
- Actively looks for ways to help others.
- Strong organizational skills and adjusting actions in relations to others.

WORK ENVIRONMENT

Client home setting/facility/hospital and automobile. Contact with blood or other body fluids may pose a risk for exposure to blood borne pathogens and infectious diseases.

POSITION PHYSICAL DEMANDS

The work requires light physical exertion on a regular and recurring basis, such as driving, assisting clients in activities, and light housekeeping. Regularly required to stand, sit, walk, talk, hear, see, reach, kneel, and crouch. Lifting only up to 15 pounds is permitted and may be required. Applicant may have to work in a home setting with pets, unless medical documentation from a physician is received and on file stating otherwise.

ACKNOWLEDGEMENT

I, _____, acknowledge receipt and understanding of this job description, I realize that this reflects a general list of responsibilities of the position, as well as a general description of the working environment and physical demands of the position I have accepted. I also understand that if I am found to be non-compliant with this job description or any of Comfort Keepers policies and procedures, it is grounds for disciplinary action up to and including termination of employment with Comfort Keepers.

Signature:		Date:	
Name:			
Administrative Witness:			