



**JOB DESCRIPTION: HOME CARE COMPANION**

Description:

- ◆ Home Care Companions provide service to individuals in their own homes and communities who need assistance caring for themselves because of old age, sickness, disability and/or other infirmities. Home care may include light housecleaning, laundry, meal preparation, transportation, companionship, respite and advice on such things as nutrition, cleanliness and household activities.
- ◆ Home Care Companions are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

Reporting Relationship

Reports to Supervisor

Responsibilities/Activities:

- ◆ Provide companionship, friendship and emotional support.
- ◆ Talk, listen, share experiences, play games/cards, read to client etc.
- ◆ Help keep clients in contact with family, friends and the outside world.
- ◆ Provide transportation to medical appointments, grocery store and errands.
- ◆ Accompany clients to recreational and/or social events.
- ◆ Assist with plans for visits and outings.
- ◆ Write or type letters/correspondence.
- ◆ Organize and read mail.
- ◆ Plan trips and outings and possibly travel with clients.
- ◆ Teach/perform meal planning and preparation.
- ◆ Perform light housekeeping.
- ◆ Participate on the Care Team by providing input and making suggestions.
- ◆ Ensure service is delivered in accordance with Agency policies, procedures and industry standards.
- ◆ Monitor supplies and resources.
- ◆ Evaluate the program and make recommendations, as indicated.
- ◆ Follow the written care plan.
- ◆ Assist in basic client transfers providing the client has been assessed as being capable of ambulating without assistance; and/or, providing another trained caregiver (including family) is involved in the transfer.
- ◆ Carry out duties as assigned by the Supervisor.
- ◆ Observe the client's functioning and report to Supervisor.
- ◆ Complete and maintain records of daily activities, observations, and direct hours of service.
- ◆ Develop and maintain constructive and cooperative working relationships with others.
- ◆ Make decisions and solve problems.
- ◆ Assist with pet care.
- ◆ Communicate with Supervisor and co-workers.



- ◆ Attend orientation, in-service training sessions and staff meetings.

Required Knowledge

- ◆ Knowledge of home management skills.
- ◆ Knowledge of principles and processes for providing client services, including needs determinants, meeting quality standards and evaluation of client satisfaction.
- ◆ Knowledge of the English language.
- ◆ Knowledge of information and techniques needed to diagnose and treat injuries including emergency first aid and CPR.
- ◆ Knowledge of clerical procedures such as maintaining records and completing forms.

Required Skills/Abilities

- ◆ Ability to be aware of other people's reactions and understand why they react as they do.
- ◆ Ability to establishing and maintain relationships.
- ◆ Ability to teach others.
- ◆ Ability to identify problems and determine effective solutions.
- ◆ Ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- ◆ Ability to understand written and oral instructions.
- ◆ Ability to communicate information orally and in writing.
- ◆ Ability to listen and understand the spoken word.
- ◆ Ability to work independently and in cooperation with others.
- ◆ Ability to determine or recognize when something is likely to go wrong.
- ◆ Ability to suggest ideas on a subject.
- ◆ Ability to provide advice and consultation to others.
- ◆ Ability to observe and recognize changes in clients.
- ◆ Ability to establish and maintain harmonious relations with clients/families/co-workers.

Physical and Mental Demands:

- ◆ Good physical and mental health.
- ◆ Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel, crouch, talk, hear and see.
- ◆ Mental fortitude and stability to handle stress.
- ◆ Physical and mental ability to drive a vehicle.

Qualifications/Education

- ◆ Current driver's license.
- ◆ Proper Vehicle Insurance Coverage.

Training/Experience:

- ◆ May require related experience.
- ◆ May required similar social and cultural backgrounds with some clients.

**Unity Home Health Care, LLC.**



I have read and understand the job description and agree to fulfill the position's responsibilities.

\_\_\_\_\_  
Home Care Companion Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date