

Homemaker/Companion Job Description

Job Summary

Industry leading Home Care Company seeking quality homemaker companions to join our team. He or She provides for the maintenance of safe and clean environment. Performs various housekeeping tasks, meal preparation and companionship activities for clients in their residences.

Essential Functions

- Performs work under the supervision of the Staffing Coordinator/Operations Manager.
- Performs homemaking activities contained in the *Client Home Record* which includes, but is not limited to: vacuum-ing, dusting, sweeping or mopping floors, doing dishes, changing bed linens, laundry, and cleaning bathrooms.
- Prepares meals and snacks for client according to client/family and supervisor's instructions. May perform grocery shopping, if prearranged with the office.
- Provides companionship for the client including accompanying client on walks, trips to social/recreational activities, assistance with hobbies, etc.
- The homemaker is responsible for written documentation of service provided.
- The homemaker should not contact the physician directly, but rather refer all questions or reports to the supervisor.

The homemaker will NOT perform any of the following:

- a. Personal care services such as bathing, dressing, and shaving
- b. Any heavy lifting or transferring of clients.
- c. Administering of any medications, ointments, eye drops, etc.
- d. Heavy duty household chores such as washing walls, waxing floors, washing windows, etc.
- e. Household repairs or maintenance
- f. Cut the fingernails or toenails of any client

Additional (non-essential) Functions

- Performs other duties as directed by the supervisor.

Education, Experience, Knowledge, Skills, Abilities and Availability

- High school graduate or G.E.D. certificate preferred.
- The Homemaker/Companion shall have successfully completed a written Competency Evaluation.
- Must have a sympathetic attitude toward the care of the sick, and the ability to deal effectively with the demands of the job.
- Read, write, speak, and understand English as needed for the job.
- Have valid driver's license and use of an insured automobile for work or access to adequate transportation.

Working Conditions/Environment

Primarily works in client's place of residence, travel required. Shift times and days vary with client needs.

Note/Special Instructions

May be called upon to perform additional tasks as required by supervisor.

Employee Acceptance

The company cannot promise to provide you with a certain number of hours in any given week. We cannot guarantee work close to your home or on a convenient public transportation line.

I, the undersigned, have read and understand the Homemaker/Companion job description, policies and procedures for supportive care, and the statements described in the previous paragraph, and agree to be bound by the terms thereof.

Associate Name: _____ Date: _____

Associate Signature: _____ Date: _____