

CATHLEEN NAUGHTON ASSOCIATES
POSITION DESCRIPTION: HOMEMAKER/COMPANION

Position Title: Homemaker/Companion
Program Area: Clinical Program Area
Date Approved: _____
Review Dates: _____, _____, _____
Reviewer Initials: _____, _____, _____

POSITION SUMMARY:

Provides homemaking/companion services to patients as delegated by a professional member of the patient care team. Demonstrates evidence of home management skills. Functions under the overall supervision of the Director of Clinical Operations or designee.

REPORT TO: Director of Clinical Operations or designees

EXPERIENCE AND QUALIFICATIONS:

High school graduate or GED preferred. Must be able to communicate verbally and in writing. Must be licensed by the State of Rhode Island.

COMPETENCY/SKILL REQUIREMENTS:

CPR preferred. Demonstrates good interpersonal relationship skills.

WORKING ENVIRONMENT:

Potentially unsafe and unsanitary home environments. Potential travel in inclement weather.

POSITION PHYSICAL DEMANDS:

Driving or riding in a motor vehicle, standing, sitting, walking, bending, reaching, stretching, lifting up to 50 pounds unassisted and up to 300 pounds utilizing an assistive device.

SAFETY EQUIPMENT:

Flexible goggles with side shields, anti-reflux respirator, protective gowns, aprons and gloves.

SUPERVISION RESPONSIBILITIES: No

NATURE OF SUPERVISION: None

KEY RESPONSIBILITIES AND DUTES:

1. Consistently performs duties described in the RI regulations as appropriate for Homemakers.
2. Consistently reports changes in client's condition/needs on a timely basis.
3. Consistently documents on appropriate forms and submits completed documentation within established time frame.
4. Performs household duties as per care plan.
5. Consistently is responsive to revision in workload and client care assignments/scheduling coordination.
6. Attends mandatory in-services each year.
7. Consistently utilizes equipment and supplies appropriately and maintains/cleans same appropriately.
8. Consistently demonstrates commitment to customer service, provision of quality care.
9. Consistently participates in quality improvement activities and staff meeting, patient/client conferences.
10. Requires minimal supervision as demonstrated by initiative in performance of assigned work.
11. Consistently exhibits positive interpersonal verbal and written skills.
12. Consistently performs all other duties as requested/assigned.
13. Works during assigned weekends

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.

Signature

Date