

WILLCARE JOB DESCRIPTION

COMPANION / HOMEMAKER

Title: Companion / Homemaker	Department: Paraprofessional	FLSA Status: Non-Exempt
Reports to: RN Case Manager / Primary Care RN / HHA Supervisor	Direct Reports: N/A	Revised: April 22, 2010

POSITION SUMMARY:

Provide assigned tasks to patients in their homes as outlined by the patient's individual Plan of Care. All care / tasks provided are as authorized by the Agency as acceptable for the level of care in which the employee is functioning and must be detailed on the patient's Aide Care Plan. See Attachment for Summary of approved tasks by care level.

ESSENTIAL DUTIES & RESPONSIBILITIES FOR POSITION:

1. Perform tasks / duties as outlined on the patient's Plan of Care competently. The job duties may include, but are not limited to, companionship and conversation, meal preparation, accompaniment to appointments, escort to recreational activities, monitor patients' ability to independently monitor their Activities of Daily Living (ADL's), remind for self administered medications, observe for safety and orient to person, place and time. Notify the Nursing Department when clarification / education of a task is needed.
2. Effectively communicate changes in patient's status, requests for services outside the Plan of Care, changes in living conditions or any other pertinent information to the RN case manager / home health aide supervisor immediately.
3. Document services provided in an accurate and timely manner in accordance with Agency Policies and patient's Plan of Care. Maintain patient confidentiality at all times.
4. Implement appropriate infection control practices.
5. Submit Service Activity Sheets and timecards in a timely manner (i.e. weekly).
6. Contribute to a positive environment for the overall quality of life of the patient.

DUTIES & RESPONSIBILITIES OF AGENCY EMPLOYEES:

1. Demonstrate a clear understanding of WILLCARE's Mission, Purpose and Philosophy.
2. Adhere to ethical business practices by striving to perform in a manner that conforms to the highest standards of ethical behavior, integrity and honesty.
3. Take initiative and responsibility for decisions as an individual and as a company. Exhibit commitment to personal and companywide goals.
4. Participate in the ongoing development of competencies, capabilities, technology and the resources needed to achieve high standards of efficiency and effectiveness. Approach everything with the passion and desire to meet the highest standards.
5. Place the needs of the patient first at all times. Care management and service delivery are developed with the goals of the patient's healing and support in mind. Strive to deliver lasting value to our patients in the comfort of their home.
6. Strive to help lead the industry through vision, technology, innovation, and customer service. Strive to make a difference in the lives of our employees, patients, and community. Encourage a positive environment and experience for co-workers and patients.
7. Treat employees, patients, and business partners with respect. Foster teamwork by trusting and supporting each other while encouraging collaboration at all levels of the organization. Embrace diversity and demonstrate the ability to work together.
8. Promote a safe and efficient working environment by adhering to Agency Policies and Procedures.

9. Maintain confidentiality of all Agency and patient related information. Protect patient rights as defined in the Patient Bill of Rights.
10. Maintain proper attendance and punctuality to ensure that the department is operated in an efficient and cost effective manner.
11. Adhere to departmental and Agency dress codes.
12. Communicate information effectively both verbally and in writing.
13. Attend and participate in staff meetings, required in-services, Agency PI activities and other meetings as requested.
14. Utilize material, equipment and time in a safe, beneficial, and cost effective manner.
15. Organize workload to complete responsibilities in an appropriate and timely manner.
16. Observe infection control and standard precautions.

OTHER DUTIES & RESPONSIBILITIES:

1. Perform other duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

1. N/A

EDUCATION & QUALIFICATION REQUIREMENTS:

1. Must be at least 18 years of age.
2. Ability to communicate well in English.
3. Must be mature, emotionally stable and must display a sympathetic attitude toward providing services for patients at home who have medical problems.

PERSONAL & PHYSICAL REQUIREMENTS:

1. Pass a physical examination after being offered employment and a health assessment annually thereafter. Must obtain a statement from MD stating that the employee is free of communicable diseases.*
2. Ability to travel day-to-day within geographic areas.
3. Able to lift up to 50 pounds, perform one person transfer under routine and emergency situations, reposition a bedbound patient alone and able to sit, stand, bend, stoop, kneel, pull, climb, reach, lift ,and perform repetitive movements of the upper extremities.
4. May be exposed to dog / cat hair, dust, mold, mildew and household cleaning solutions.
5. May be exposed to unsanitary conditions in some home settings.
6. May be exposed to high crime areas within the service community.
7. Endure exposure to weather and temperature extremes.

* Regional Requirement