

JOB DESCRIPTION

Companion Sitter (CS)

Summary

Reporting directly to the designated Supervisor, the primary function of the Companion Sitter is to provide non-health care related services to the client in their place of residence; to assist in providing a safe and clean environment, work cooperatively with client and family and report observations and problems to the supervisor.

Duties and Responsibilities

Under the direct supervision of the designated Supervisor, each CS will be expected to perform the following:

- Provide companionship to client.
- Prepare and serve meals and/or snacks.
- Provide grooming and dressing guidance.
- Provide assistance with toileting, including use of bedpan, commode or toilet
- Provide light housekeeping.
- Provide laundry and linen service to include washing, ironing, and folding clothes.
- Provide shopping service to client to include grocery and clothes shopping.
- Provide incidental transportation for client to visits to doctor appointments, friends, family members, or shopping.
- Provide assistance and planning of client's recreational activities and events.
- Assist clients with transfers and ambulation including use of cane, walker, and wheelchair
- May remind client of medications.
- Record and report changes in the client's physical condition, behavior, or appearance to supervisor or Case Coordinator.
- Document services delivered in accordance with agency policies and procedures.
- Assist self-directing consumers with medication reminders or refilling the consumer's prescription at the local pharmacy as specified on plan of care
- Other duties as assigned

Qualifications

- Must have ability to read, write and follow instructions and complete training or pass competency assessment for:
 - Understanding needs of population served
 - Basic meal preparation
 - Provision of transportation services

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- Housekeeping
- Home safety
- Handling emergencies in the home
- Infection control
- Must be first aide/CPR certified
- Must be at least 21 years of age or exhibit acceptable level of maturity to work with elderly and/or disabled individuals
- Must have a phone or a way to communicate with the office daily
- Must be able to arrive at cases at the required time - Some cases require the employee to have a car with a valid GA DL and clear MVR report
- PPD (TB) documentation must be current within one year of hire
- Physical exam- must state that you are able to work with no restrictions and current within one year of date of hire
- Preferred high school diploma or equivalency
- Clean Criminal Records Background check

Physical Requirements and Working conditions

- **Mental Demands:** Job involves performing tasks under the direction and supervision of a Care Manager or Program Coordinator. Work requires adherence to general procedures and standards for recording and reporting data.
- **Physical Demands:** Appreciable physical effort or strain; moderately heavy activity; may include lifting, constant stooping and walking.
- **Working Environment:** Continuous exposure to various disagreeable physical conditions.
- **Contacts:** Good communication skills required with clients, families and other employees.

Acknowledgement

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Administrator/Director reserves the right to revise the function and duties of the job or to require that additional or different tasks be performed as directed by the Administrator/Director. I understand that I may be required to work overtime or different hours outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment or alter

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my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the employer has a similar right.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Signature

Date