

Job Summary:

The Homemaker/Companion/Sitter provides homemaking services as well spends time with an individual, essential to health care at home to assist in helping them remain in their place of residence. The Homemaker, Companion and/or Sitter may not provide hands-on personal care to clients, per state regulations.

Qualifications:

Must have an empathic attitude toward care of persons that require homemaking/companionship services.

Is committed to providing exceptional service and support to all clients and families.

Must have ability to carry out directions.

The Homemaker/Companion/Sitter must be able to document sufficient life experience in the job application to be able to meet all of the qualifications.

Must maintain strict confidentiality of patient information.

Must be able to document patient care on appropriate agency form.

Reports to: The Director of Client/Patient Services and the Registered Nurse in charge of the patient's case.

Job Duties and Responsibilities: (Include, but are not limited to the following):

The Homemaker shall:

1. Maintain the home in an optimum state of cleanliness and safety depending upon the client's and caregiver's resources.
2. Perform the functions generally undertaken by the customary homemaker, including such duties as preparation of meals, laundry, shopping and care of children.
3. Performs casual, cosmetic assistance, such as brushing the client's hair, assisting with make-up, filing and polishing of nails, but not clipping nails.
4. Stabilize the client when walking as needed, by holding the client's arm or hand.
5. Report to the appropriate supervisor any incidents or problems related to his or her work, immediately.

6. Report any unusual incidents or changes in the client's behavior to the case manager, immediately.
7. Maintain appropriate work records.

The Companion or Sitter shall:

1. Provide companionship for the client.
2. Provide escort service such as accompanying the client to doctors appointments.
3. Provide light housekeeping tasks such as preparation of a meal or laundering the client's personal garments.
4. Performs casual, cosmetic assistance, such as brushing the client's hair, assisting with make-up, filing and polishing nails, but not clipping nails.
5. Stabilize the client when walking, as needed, by holding the client's arm or hand.
6. Maintain a chronological written record of services.
7. Report any unusual incidents or changes in the client's behavior, condition or circumstances to the case manager, immediately.
8. Spends time with or cares for an elderly, handicapped, or convalescent individual, with companionship services, such as, playing games, cards, reading, watching television, and accompanying trips and on outings.

The Homemaker/Companion/Sitter shall:

1. Care for client's surroundings as necessary to maintain a safe environment.
2. Complete appropriate documentation according to the Agency policies.
3. Attend all mandatory in-service programs and staff meetings.
4. Comply with Homecare Agency Compliance Plan.
5. Comply with Homecare Agency's Infection Control Policies.
6. Comply with Homecare Agency's HIPAA Policies.
7. Comply with state regulations and ACHC accreditation standards.
8. Have responsibility to their supervisor for all assignments.
9. Perform other duties as assigned by the supervisor.

Working Environment:

Field experience may expose employee to temperature extremes, physical injury by patient, family, animal or other in the community, unsafe environment or exposure to infectious diseases and offensive odors.

- a. Equipment and Supplies: Prudent and efficient use of routine office supplies and equipment. Prudent and efficient use of routine medical supplies, nursing bag contents, sphygmomanometer and stethoscope, instrument packs. All the preceding items should be protected from theft and weather at all times.

- b. Knowledge and Competency: Must demonstrate basic knowledge of all procedures included in the Home Health Aide job description. Must have the ability to follow instructions from the Nursing Supervisor and other professional staff. Ability to communicate effectively with managers, patients, families and co-workers. Must have effective means of transportation, which will enable employee to make visits to patients' homes if needed. Must be able to assess safety of home situations for self, patients, and other staff members, including physical and psychological dangers. Must have the ability to effectively cope with patients, families and all others with varying backgrounds.

Maintains confidentiality of information relating to patient. Will discuss only those aspects necessary to care and treatment of patient with those directly involved in the patient's care.

- c. Physical Demands: Must be able to complete all physical demands of the job, which may include, but not be limited to: the ability to lift and transfer patients, carry supplies, and read normal typewritten print. Have corrected vision and hearing within normal range and have manual dexterity with normal range of motion of all extremities.

May be requested to work weekends, holidays, and occasional overtime. Must be able to work alone without usual support systems immediately available in acute care settings. Must have the ability to deal with abrupt schedule changes and to maintain objectivity in coping with the stress of working with acute, chronic and terminally ill patients.

- d. Work Ethic: Complies with the Homecare Agency dress code, projects a professional attitude toward self, patients, and other staff members, and follows department public relation policies regarding outside speaking and professional affiliations, clearing all such requests through Homecare Agency.