FirstLight Home Care

POSITION DESCRIPTION

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| TITLE:  | Companion Care Assistant  |
| REPORTS TO: | Owner/Office Manager |
| FLSA STATUS: | Non-Exempt  |

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| **SUMMARY** |
| This individual will provide non-medical personal care to client(s) in the client(s)’ residence and outside of the residence as needed. Individual must be able to deal maturely with the demands of the job, and keep client information confidential. The individual must be committed to the concepts, philosophy, and mission of FirstLight Home Care, and possess the desire to assist clients to maximize their independence and reach their fullest potential in their personal residence. |

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| **ESSENTIAL DUTIES** |
| Essential job duties for this position include the following items. Other duties must be performed as assigned or required. |
| * Provide general attention to the non-medical needs of clients following an established Plan of Care
* Assist clients with activities of daily living to include grooming, such hairstyling, and providing dressing guidance
* Provide companionship to client, including acting as conversationalist and good friend
* Provide light housekeeping duties such as laundry and linen service, to include washing, ironing, and folding clothes
* Prepare and serve meals and snacks as needed
* Provide shopping service to client(s) to include grocery and clothes shopping
* Provide incidental transportation for client(s), which can include doctor appointments, and visits to friends, family members and stores
* Provide assistance and planning of client’s recreational activities and events
* May remind client to take medications
* Remain in client vicinity at all times during shift and report any unusual incidents and act quickly in cases of emergency
* Document and report changes in the client’s physical condition, behavior or appearance to Supervisor or Care Coordinator
* Document services delivered in accordance with FirstLight Home Care policies and procedures
* Utilize the FLHC required time management system for Clock-in and Clock-out procedures when reporting for work and when clocking out from work
* Adhere to HIPAA Privacy regulations
* Work toward continuous quality improvement.
* Stay current with changing technology, including software programs.
* Uphold, support, and promote all company policies and procedures.
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| **QUALIFICATIONS** |
| To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills, abilities, certifications, and educational experience required.EDUCATION/EXPERIENCE* High School diploma or general education degree (GED); or, one to three months related experience and/or training; or equivalent combination of education and experience
* Knowledge of housekeeping activities and cooking, with attention to dietary constraints
* Ability to effectively interact with clients, families and FirstLight team.

CERTIFICATIONS, LICENSURE, & REGISTRATION* State required certifications may be required
* Possess and maintain a valid driver’s license and maintain valid auto insurance

LANGUAGE SKILLS* Ability to read and comprehend simple instructions, short correspondence, and memos
* Ability to write simple correspondence
* Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization

REASONING ABILITIES* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
* Ability to discern when to escalate client situations, such as calling 911
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| PHYSICAL DEMANDS & WORK ENVIRONMENT |
| The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The work environment is indoors in a residents home and may contain a potential exposure to illness and/or bodily fluids. The noise level in the work environment is usually moderate. |

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| **ACKNOWLEDGEMENT**  |
| I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment. |

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| Employee Signature  |  | Date |
| Supervisor Signature  |  | Date |