Companion Position Description / Carmel, IN

JOB TITLE: Companion

MINIMUM QUALIFICATIONS
2. Satisfactory compliance with ComForcare bonding criteria.
3. Demonstrated ability to effectively communicate and interact with clients, families, coworkers, and all supervisors. Including ability to proficiently follow and process written and verbal instructions in the English language.
4. Satisfactorily demonstrate and perform competency in direct care skills through completion of competency checklist.

DESIRED QUALIFICATIONS
Six months of continuous direct care/home care experience.

SUPERVISED BY: Administrative Coordinator or Director of Operations

PHYSICAL REQUIREMENTS
1. Eighteen years of age or older.
2. Visual and hearing capacities functioning at a level sufficient enough to provide for the supervisory and physical care needs of clients.

JOB DESCRIPTION:
The Companion provides specifically defined, non-skilled health care services under the supervision of a Registered Nurse or Licensed Practical Nurse to enable the client to remain in the home. The Companion is a non-licensed health care employee who provides personal care and light housekeeping services in the home setting of clients and families who are unable to perform these activities independently. The Companion conforms to all agency policies and procedures including providing care in compliance with the agency Bill of Rights, observing client and family confidentiality, and adherence to agency dress code.

GENERAL RESPONSIBILITIES:
1. Meal planning, preparation, and assistance with feeding.
2. Emotional support and motivation through conversation, encouragement and recreational activities.
3. Maintenance of appropriate agency records.
4. Present and conduct themselves in a professional manner according to the agency.
5. Adhere to infection control and safety procedures that are in accordance with policy.

HOUSEHOLD MANAGEMENT:
1. Light Housekeeping- including changing of bed linens, vacuuming, sweeping, dusting of client’s environment, emptying client’s wastebaskets and garbage. Refrigerators are defrosted, when necessary, if client or caretaker is unable to do so. Cleaning of the bathroom includes bathtub, sink, and toilet. The floor should be vacuumed and mopped if it becomes wet. Cleaning of kitchen includes washing dishes, counter tops and the floor.
2. Personal laundry- the laundry that is essential to client’s health care. Laundry for any family members or others in the same home is not the responsibility of caregiver.

PERFORMANCE STANDARDS
1. Provides care in compliance with agency’s established protocols and as specifically outlined in the client’s service plan in a competent, safe, and timely manner.
2. Documents activities on required agency records.
3. Submits paperwork in a timely manner per agency policy.
4. Observes, reports and documents client’s status and care provisions in a timely manner and according to agency policy.
5. Attends mandatory inservices.
6. Attends additional inservices as schedule allows.
7. Functions in a positive and professional manner.

SERVICES THAT ARE NOT PERMITTED BY COMPANIONS:
Companions do not provide any of the following “hands-on” care:
• Administration of medications (companions may remind and assist under nurse’s care plan).
• Administration of enemas or douches
• Catheterization- including Foley irrigations
• Sterile dressing changes and wound care
• Assisting with any tube feeding
• Providing any IV procedures
• Administration or setup of oxygen
• Monitor/Record vital signs
• Provide care for any assistive devices/equipment (braces, slings, walker, and/or hoses)
• Monitor intake and/or output
• Provide diabetic care, including monitoring hypoglycemia or hyperglicemia, urine testing, and preparation of special diet.
• Collecting specimens of any body fluids.
• Provide incontinent care- changing briefs, etc.
• Companions can provide assistance in basic patient transfers as long as the patient has been assessed as capable of ambulating without assistance and/or another trained caregiver (including family) is involved.
• Application of warm/cold compresses for any clinical symptoms. A companion can prepare a compress under patient, nurse, or ComForcare administrator direction in an emergency situation.
• Assist with Range of Motion exercises