Macas Home Care LLC

▼ JOBDESCRIPTION ▼
Companion/Homemaker/HHA

REPORTS TO: STAFFING COORDINATOR • APPROVED BY CHIEF EXECUTIVE oOFFICER• APPROVED DATE: MARCH 8,2020

SUMMARY

The Companion/Homemaker provides companionship to those individuals requiring socialization and/or minimum guidance to assure a protected environment and performs home management services within the client's home.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides companionship by reading, conversation, and listening.
- Participates in appropriate recreational activities and hobbies for social and sensory stimulation.
- Assists patient/client in completing necessary phone calls, letter writing, etc.
- Maintains a safe home environment for the client.
- Accompanies patient/client on walks, community trips, doctor's office, bank, etc.
- Reminds client to take self-administered medications.
- Informs staffing coordinator of any changes in assignment.
- Provides emotional support and promotes a sense of well-being.
- May plan light housekeeping tasks such as preparation of a meal or laundering clothes.
- May perform light housework to maintain a clean, neat environment.
- Assists in the maintenance of a safe and healthy environment. Uses equipment and supplies safely and properly.

This job description is not intended to be all-inclusive. The employee will be expected to perform other reasonable related duties as assigned by management.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
High school diploma or general education degree (GED) or equivalent preferred. Training in the topics related to human development and interpersonal relationships, nutrition, shopping, food storage, use of equipment and supplies, planning and organizing of household tasks and principals of cleanliness and safety.

LANGUAGE SKILLS
Ability to communicate effectively with patient/client, family members, clinical management, and staff. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

REASONING ABILITY
Ability to apply common sense understanding to carry out simple or two-step instructions. Ability to deal with simple problems in the home setting.

OTHER SKILLS AND ABILITIES
Communication skills, light housekeeping skills, cooking, cleaning, and shopping. Good physical and mental health. Caring attitude, tact, patience, and good personal hygiene.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Over, Please...

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PHYSICAL DEMANDS *(Continued from other side)*
The work requires light physical exertion on a regular and recurring basis such as: driving, assisting patient in transfer activities, and light housekeeping.
While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, to handle or feel, and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl; talk or hear, and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Patient home setting, exposure to infectious diseases, automobile.

Supervisor Signature _____ Date _____

Employee Signature _____ Date _____

Title _____

(Signing this document acknowledges that the job description and responsibilities have been reviewed with me, the employee.)