



Kansas City (913) 262-3100

Topeka (785) 291-2900

Homemaker/Companion

The homemaker/companion is a member of the home care team who can provide fellowship, non-medical personal care, and protection for an individual who cannot care for his or her own needs due to advanced age or physical or mental impairment. The homemaker/companion does not provide services that are medical in nature or that would require special training. Services are provided at the client's residence which may include other care settings.

Qualifications:

- Must be 18 years of age or older;
- Must have evidence of good character;
- Must be dependable;
- Must have reliable form of transportation;
- Valid driver's license;
- Good driving record as evidenced on MVR;
- Must have personal automobile insurance as required by law;
- Must display adequate knowledge of functions to be performed;
- Must have sympathetic attitude toward clients in need of care.

Job functions:

- 1) Personal care (non-medical)
 - Stand-by assist in bathing, grooming and dressing;
 - Provide fellowship such as conversation, reading, letter writing assist with activity, or accompany client to social activity.
- 2) Household tasks required for personal care:
 - Prepare meals, wash dishes, clean floor after meals;
 - Make bed, change linens, clean bathroom after bath;
 - Laundry.
- 3) General household tasks (not related to personal care):



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- Dust furniture;
 - Vacuum floors, wash floors/windows;
 - Clean refrigerator, clean oven.
- 4) Maintains documentation of services if requested.

Employee responsibilities:

- Provide transportation and report to each assignment on time as scheduled.
- Utilize good personal hygiene and grooming habits, and comply with the agency dress code at all times.
- Comply with agency employee policies and procedures.
- Maintains a safe and clean working environment, always cleaning after self.
- Utilize proper body mechanics in completing tasks; if instruction is needed, consult immediate supervisor.
- Follow universal precautions and infection control procedures.
- Demonstrates courteous, cooperative, and respectful behavior; and provide for client's privacy and confidentiality.
- Report any indication of client abuse to immediate supervisor.

I have read and understand the above job description of Homemaker/ Companion.

Applicant signature: _____

Date: _____

Employee signature: _____

Date: _____

Revised 1/15/08