


Lutheran Services Carolinas
Trinity At Home
Job Description

Job Title: Home Care Agency Companion/Sitter
Supervisor (title): Home Care Agency Director/RN Supervisor
Department: Community Based
Approved: B. Welch 

Date: 11/10/2014

Position Purpose/Summary:

The Home Care Companion/Sitter, under the supervision of the Agency Director/RN Supervisor, is responsible for performing services for agency clients in clients' homes according to the clients' plan of care.

Essential Functions:

1. Safeguard all clients' rights.
2. Treat all individuals with dignity and respect, maintaining positive attitude and pleasant tone of voice.
3. Maintain confidentiality of clients, families, and company-related information. Has access to PHI on a need-to-know basis.
4. Demonstrate a caring attitude and genuine interest in people.
5. Assist agency director/RN supervisor as requested in the formulation and implementation of care plans.
6. Complete assigned duties for clients according to plan of care including, but not limited to:
 - a. Housekeeping (i.e., cleaning, laundry, changing linens, washing dishes, trash disposal)
 - b. Meal planning and preparation; safe food handling and storage.
 - c. Home management (i.e., meal planning, shopping, sorting mail).
 - d. Socialization (i.e., conversation with and learning about clients' interests, preferences, talents, and skills through personal interaction).
 - e. Transport/escort (accompanying, providing, or arranging transportation to places outside of the residence for appointments, entertainment, exercise, recreation, shopping, or social activities.)
7. Assist agency director/RN supervisor in monitoring client status, reporting concerns immediately.
8. Monitor supplies, reporting needs to agency scheduler.
9. Maintain positive relationship with clients, families, co-workers, and referral sources.
10. Participate in staff training and in-service education as directed.
11. Document services delivered as specified by agency policy.
12. Practice and uphold the Mission and Vision of the agency.
13. Follow agency dress code, including the use of name badge at all times when on duty.

14. Other duties as assigned.

Qualifications (Minimum job requirements):

Education: H.S. diploma or equivalent.

Experience: A minimum of one year of related experience in caring for aging or disabled adults.

Specific Skills/Abilities:

1. Ability to demonstrate proficiency by completing companion/sitter skills checklist.
2. Have a valid North Carolina driver's license.
3. Have reliable transportation.
4. Good written and oral communication skills.

Preferences (Optional):

1. Knowledge and understanding of the needs of the aging and disabled.
2. Experience working for a home care agency.

Working Conditions/Physical Requirements:

1. Ambulatory throughout all areas of the agency and clients' homes.
2. Able to stoop, bend, reach, twist, and lift up to 25 pounds.

This job description is not an employment contract. Trinity At Home reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.