

## **Position:** *Homemaker/Companion/Sitter*

**Homemaker Purpose:** The Homemaker/Companion/Sitter provides homemaking services as well spends time with an individual, essential to health care at home to assist in helping them remain in their place of residence. The Homemaker, Companion and/or Sitter may not provide hands-on personal care to clients, per state regulations.

### **Job Duties:**

- ❖ Maintain the home in an optimum state of cleanliness and safety depending upon the client's and caregiver's resources.
- ❖ Perform the functions generally undertaken by the customary homemaker, including such duties as preparation of meals, laundry, shopping and care of children.
- ❖ Performs casual, cosmetic assistance, such as brushing the client's hair, assisting with make-up, filing and polishing of nails, but not clipping nails.
- ❖ Stabilize the client when walking as needed, by holding the client's arm or hand.
- ❖ Report to the appropriate supervisor any incidents or problems related to his or her work, immediately.
- ❖ Report any unusual incidents or changes in the client's behavior to the case manager, immediately.
- ❖ Maintain appropriate work records.
- ❖ Provide companionship for the client.
- ❖ Provide escort service such as accompanying the client to doctors appointments.
- ❖ Provide light housekeeping tasks such as preparation of a meal or laundering the client's personal garments.
- ❖ Performs casual, cosmetic assistance, such as brushing the client's hair, assisting with make-up, filing and polishing nails, but not clipping nails.
- ❖ Stabilize the client when walking, as needed, by holding the client's arm or hand.
- ❖ Maintain a chronological written record of services.
- ❖ Report any unusual incidents or changes in the client's behavior, condition or circumstances to the case manager, immediately.
- ❖ Spends time with or cares for an elderly, handicapped, or convalescent individual, with companionship services, such as, playing games, cards, reading, watching television, and accompanying trips and on outings.

### **Skills/Qualifications:**

Must have an empathic attitude toward care of persons that require homemaking/companionship services. Must be committed to providing exceptional service and support to all clients and families.

Must have ability to carry out directions. The Homemaker/Companion/Sitter must be able to document sufficient life experience in the job application to be able to meet all of the qualifications. Must maintain strict confidentiality of patient information. Must be able to document patient care on appropriate agency form.