

## General Information

Position Description: Care Companion

Qualifications: High school/Senior Certificate Desirable. Right at Home recruit and train nursing students, medical students and students of social work and allied health professions as well as mature-age caregivers looking for casual employment.

Responsible to: Care Manager

## Purpose of Position

The Care Companion Worker provides for the maintenance of a safe and clean environment by performing general light cleaning duties throughout client's homes including, yet not limited to the cleaning of client rooms and bathrooms, vacuuming, meal preparation and companionship activities for clients in their Home environment, improving the quality of life for the client and assisting them to maintain their independence at home.

## Duties

- Adheres to Right at Home policies and procedures including participation in Quality Assurance activities.
- Performs work under the supervision of the staffing coordinator/Care Manager
- Performs homemaking activities contained in the *Client Home Record* which includes, but is not limited to: vacuuming, dusting, sweeping or mopping floors, doing dishes, changing bed linen, laundry and cleaning bathrooms.
- Prepares meals and snacks for client according to client/family and supervisor's instructions. May also perform grocery shopping, if prearranged with the office.
- Provides companionship for the client including accompanying client on walks, trips to social/recreational activities, assistance with hobbies etc.
- The Care Companion Worker/Homemaker is responsible for the documentation of services provided in the client record and by use of the telephony system.
- The Care Companion must refer all questions or reports to the RN/Care Manager and should not contact the client's physician directly.
- Communicates effectively with client's, significant others and other members of the Care Team and ensures confidentiality of client information.
- Maintains up to date knowledge and skills by attending In-Service training in accordance to identified needs particularly in relation to Work Health & Safety.

**The Care Companion will NOT perform any of the following:**

- Personal Care Services such as bathing, dressing or shaving.
- Any heavy lifting or transferring of clients.
- Administering any medications, ointments, eye drops, etc.
- Heavy-duty household chores such as washing walls, waxing floors, washing windows.
- Household repairs and maintenance.
- Cut the fingernails or toenails of any client.

**Additional (non-essential Functions)**

- Performs other duties as directed by the Care Manager.

**Experience**

- High School/Senior Certificate desirable
- The Care Companion/Homemaker shall have successfully completed a written Competency Evaluation.
- Must genuinely care and have an empathetic attitude towards the care of the sick, and have the ability to deal with the demands of the job.
- Communicate effectively (written, oral and comprehension skills) as required for the job.
- Have a valid Driver's License and fully comprehensively insured private vehicle for work or access to adequate transportation.

**Working Conditions**

Primarily works in the client's place of residence. Travel required and shift times and days may vary with client's needs.

**Skills, Knowledge and Abilities**

1. Performs role in line with all organizational requirements in line with the Community Care Common Standards & the Community Care Charter of Rights and Responsibilities.
2. Fulfills the obligations of the Companion Care/Homemaker Role.
3. Establishes and maintains effective communication and harmonious working relationships.
4. Updates knowledge and skills by pursuing continuing professional development.

**Key Selection Criteria**

1. Senior Certificate Desirable and previous experience favorable
2. Australian Federal Police Clearance Certificate
3. Driver's License and comprehensively insured dependable private vehicle
4. Demonstrated understanding of the roles and relationships between the Registered Nurse, Enrolled Nurse, Personal Care Assistance, and Companion Care Workers
5. Ability to plan and complete designated duties
6. Ability to read, write and follow procedures.
7. Demonstrated ability to communicate effectively with Clients/ significant others and other members of the Care Team.
8. Demonstrated ability to maintain and promote the safety of clients, self and others, including a knowledge of emergency procedures and Work Health and Safety.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Signature:**

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