

TITLE: Home Care Social Companion

REPORTS TO: Home Care Operations Manager

POSITION STATUS: Part-time, non-exempt

POSITION OBJECTIVE: A Social Companion assists clients with their daily activities including socialization, helping clients make and keep appointments with doctors, errands, transportation, meal prep and light housekeeping. The Social Companion does not provide any hands on personal care for the client.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Provide companionship and socialization
- Medication reminders and prompts
- Prepares and serves the clients nutritious meals and encourages fluid intake when appropriate.
- Laundry and Linen change
- Transports client to doctor's appointments, grocery shopping and on errands.
- Takes client to walks outside, weather permitting.
- Light housekeeping
- Assist with personal correspondence

QUALIFICATIONS, SKILLS & ABILITIES:

- Be self-directed with the ability to work with little direct supervision.
- Have empathy for the needs of older adults.
- Is flexible and cooperative in fulfilling the obligations of the position.
- Demonstrates tact, patience, and good personal hygiene.
- Understand confidentiality procedures regarding the client
- Have a desire to help older adults remain active and engaged in their homes and in the community
- Have good communication and customer service skills
- The desire to help older adults remain active and engaged in their homes and in the community.

REQUIREMENTS & CONDITIONS:

- Have at least one-year experience working with older adults.
- Is at least 18 years of age.

- Possesses and maintains good physical stamina and mental health. Presents a pre-employment physician's health clearance, including negative TB skin tests or chest x-ray.
- Has proficiency with the English language and the ability to read, write and follow written instructions, and the ability to document services provided and communicate effectively.
- Must be a licensed driver with an automobile that is insured in accordance with state and organization requirements and is in good working order.
- Must be able to pass with satisfactory results a criminal background check.
- Applicants that have not lived in PA for at least two consecutive years will need to provide a FBI background check.
- Ability to lift or carry objects weighing less than or equal to 20 pounds.
- Must be able to receive and respond to electronic correspondence.
- Attend meetings and trainings as required.

JOB LIMITATIONS:

The Home Care Social Companion will not function in any manner viewed as the practice of nursing according to the State's Nurse Practice Act. Specifically, the Social Companion will not administer medications, take physician's orders or perform procedures requiring the training, knowledge, and skill of a licensed nurse.

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. While performing the duties of this job, the employee is regularly required to stand, walk, climb stairs, use hands and fingers, talk and hear, reach with hands and arms, twist from side to side, and bend at the knees. The employee may occasionally lift and/or move up to 20 lbs. Specific vision abilities required by this job include close vision.

DISCLAIMER:

This position description is not designed to cover or contain a comprehensive listing of all activities or responsibilities that are required of the employee. Additional duties and responsibilities expected to be performed as necessary.

An Equal Opportunity Employer

Surrey Services for Seniors is an equal opportunity employer. This job description will not be used for limiting or excluding any individual from

consideration for employment on a basis prohibited by local, state, or federal law. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.