



Union Township Community Action Program Job Description

Companion Aide

Position Purpose

The successful candidate will provide basic and routine upkeep and management of the residence of a Senior Citizen in the Community. This will remove housekeeping barrier, allowing the Companion Aide Client to remain in their place of residence and living independently for as long as possible.

Essential Job Responsibilities: Performance Indicators

Client Contact (95)

1. Provide light housekeeping services such as laundry, dusting, dish washing, cleaning, meal preparation, cleaning floors and disposing of garbage
2. Housekeeping services shall be done in such a way to ensure that primary responsibility for the home remains with the client
3. Routine errands such as grocery shopping on behalf of the client (can only accompany client if taking public transportation)
4. Ongoing monitoring of client to detect any changes and provide information about client changes to supervisor so that the appropriate referral can be made.
5. Respond to crisis or emergency situations that may occur while providing services.

Written Documentation (5%)

1. Maintain accurate written records of time spent with each Companion Aide Client; including securing the signature of the client during each visit to document delivery of service.

Minimum Requirements:

- Minimum of a High School Diploma is required.
- CPR & First Aid certified
- Health Appraisal Questionnaire is required at hire and will be updated every two years.

Knowledge, Skills and Abilities:

- Caring, patient and compassionate individual, who is sensitive to the needs of the Senior population who is willing to work a minimum of 20 hours per week to do light household chores, laundry, meal preparation and provide companionship

- Effective oral communication skills required
- Ability to respond appropriately to an emergency or a crisis situation.
- Regular driving or taking public transportation to get to and from Companion Aide Clients' residences who could be located anywhere within Union County
- Regular kneeling, stooping, and bending as associated with housekeeping responsibilities
- Occasional lifting up to 50 lbs.

Position Information

- Part-time Position/non exempt
- Supervised by Executive Director