

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | **CarePanion Associate** |
| **Department/Program** | **CarePanion / Senior Services** |
| **Location** | **Derby: County Chore □ or Private Pay □** |
| **Supervisor** | **CarePanion Supervisor Grade: 1** |
|  |  |

**Integrity • Collaboration • Quality • Compassion • Dedication**

**Job Summary:**

Helping those with chronic or mental health conditions lead independent and fulfilling lives. The responsibilities of a non-medical caregiver include improving the quality of life for elderly clients by helping or doing things they are unable to do, such as home management including meal preparation, dusting, running errands, laundry, and general housekeeping. As a non- medical caregiver this position does not require that one provide direct hands-on care for the client such as feeding and dressing. You may work in a household,or senior apartment buildings. You do not administer medications, but your duties can include reminding clients to take it.

**Responsibilities**

* Provides companionship.
* Meal preparation
* Makes appointments
* Light housekeeping (sweeping floors, vacuuming, dusting, making/changing beds, etc.)
* Laundry
* Assists with shopping and errands
* Other duties as assigned by supervisor
* Compliance and Values
  + All employees are expected to obey all laws and regulations governing our Agency and to be always accountable for compliance.
  + All employees are expected to provide the highest level of service to Agency patients. Their work ethic is expected to reflect Harmonia’s core values.

**Skills & Abilities**

* Interpersonal skills – listening and verbal communication
* Physical stamina
* Ability to work independently
* Detail-oriented
* Time management skills -- many tasks to complete during your appointment
* Respectful and compassionate manner
* Knowledge of housekeeping activities and healthy meal preparation, with attention to dietary constraints of common chronic diseases.

**Education and Experience**

* Highschool diploma or GED
* No previous experience required, but 2-3 years is preferred

Must have reliable transportation and a valid in-state driver’s license. We do not transport clients. They must provide their own transportation.

**Essential Functions and work Environment**

This position requires both work in our office and in the community. The office setting is clean and comfortable. When employees visit client homes, we have no control over the environment. Physical requirements of each assignment are dependent on the client’s needs, but in general include the need to bend, stretch, kneel, reach, and possibly do stairs. The essential soft skills required are adaptability, interpersonal and communication skills (both listening and speaking), the ability to set personal boundaries, strong work ethic and the ability to collaborate. Ein how to employees are trained handle themselves in unfamiliar surroundings to maintain personal safety.

SIGN OFF GENERAL: The employee is expected to adhere to all agency policies. This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee.

I have read and understand this job description and recognize it may change to meet the needs of the organization.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_