



POSITION DESCRIPTION

TITLE: COMPANION CARE
PROGRAM: INDIVIDUALIZED SERVICES
REPORTS TO: TEAM LEADER

POSITION PURPOSE:

To provide fellowship, care, protection, and assistance for individuals with special needs. To utilize the Mission Statement of OPTIONS as the foundation for all decisions and actions, and to treat all clients with value, dignity, and respect.

ESSENTIAL FUNCTIONS:

1. Person must have audio/ visual skills that would allow for close vision and comprehension of simple speech.
2. Person must possess dexterity that would allow for manipulation of objects such as band-aids and pills.
3. Person must possess a sense of smell in order to detect burning building, food, and if client or building needs cleaning.
4. Employee must be able to walk and lift at least 75 lbs. And be able to tot carry at least 30 lbs. Work may involve pushing or pulling up to 150 lbs. Job requires some kneeling, stooping, bending, sitting, and physical flexibility.
5. Employee must be able to operate a motor vehicle and have a valid Chauffeur's license.
6. Employee must be capable of learning CPR, First Aid, CPI, and other behavior management techniques.
7. Fatigue could be a factor, as job is at times physically and emotionally demanding.

8. Employee must have basic reading and writing skills, as well as some clerical skills. Job involves some math skills, memorization, analyzing, and sound judgment.
 9. Applicant must be able to learn to operate all equipment related to the job. These include, but are not limited to a telephone, copier/fax machine, calculator, two-way radio, household appliances, and alarm/ fire extinguisher.
 10. Job may require employee to work alone, with others, and around others. Employee would need ability to express self verbally and in writing.
 11. Job requires flexibility in work schedule. Some days, depending upon need, may be extended. Most work is inside, though may require outside activities.
 12. Environment could be noisy at times, with possibility of client profanity. Some clients have dual diagnosis, mental retardation, and mental illness- must be able to work with both.
 13. Must be able to handle assisting clients with toileting, cleaning up vomit, and bathroom issues.
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RESPONSIBILITIES:

1. Provides efficient and effective training techniques in the home that increase and promote independence.
2. Provides proper one-on-one supervision to ensure safety and adequate training.
3. Reports all incidents, damages, or problems to the appropriate person accurately and in a timely manner.
4. Communicates and cooperates with clients, advocates/parents. Follows instructions.
5. Provides one-on-one personal care assistance (bathing, toileting, eating).
6. Collects data accurately and in a timely manner.
7. Participates with Team Leader in IHP development. Assist in writing specific functional short-term goals (Vocational program participates only).
8. Assists each individual in developing skills and attitude for proper hygiene and grooming to enhance pride and self-esteem.
9. Documents daily activities recording events relating to each individual client.

10. Maintains current Chauffeur's license and submits renewals to Human Resources for updates to personnel file. Maintains a good driving record and good health to meet insurance requirements.
 11. Safely transports clients as needed in personal vehicle.
 12. Develops, maintains, and encourages age appropriate relationships with clients including, but not limited to choosing words with dignity.
 13. Adheres to the philosophy of OPTIONS and complies with all policies and procedures.
 14. Performs other job duties that may be required to fulfill job functions.
 15. Possesses the ability to interact with individuals with mental retardation.
 16. Maintains and protects confidentiality of information relating to Agency, clients, families/advocates, and employees.
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QUALIFICATIONS:

Required:

1. High school diploma or demonstrated proficiency in math, reading, and writing.
2. One year experience in working with persons with mental retardation and/or developmental disabilities in a manner that will facilitate their growth, development, and self esteem.
3. Possesses a good driving record and a valid Chauffeur's license, with a minimum of three (3) years driving experience.

Preferred:

1. One to three years of experience in a related field.