



## **PLAN IT CONSULTING**

4909C - 48 Street, Unit C, Camrose, Alberta T4V 1L7

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## **COMPANION JOB DESCRIPTION**

### **HOURS OF WORK:**

- Part time
- Full time
- Flex time - evenings and weekends

### **FUNDING:**

- PLAN IT CONSULTING INC. is a business that is privately funded by the client we serve. All services are based on the client requests for services. Therefore, all positions, rate of pay and hours cannot be guaranteed. Employment may be terminated at any time. We will do our best to try to recover loss of hours with new clients as they apply for services.

### **IMMEDIATE SUPERVISOR**

- Companion Service Coordinator

### **POSITION DESCRIPTION:**

- Provide support through friendship and companionship that will enable people to live happier and fulfilling lives in their community.

### **RESPONSIBILITIES:**

#### ***DIRECT CLIENT WORK:***

- Provide services in accordance with:
  - Client service agreement.
  - Client information sheet.
  - Guardianship order and family requests.
- Provide services that are client focused, creative, flexible, and responsive to client needs, age appropriate, and respectful of client choice.
- To conduct services in a positive and professional manner.

- Adhere to facility rules, regulations, and protocol as applicable:
  - Not to feed clients that reside in Bethany Group facilities unless you have completed their feeding course.
  - Notify personnel if the return time is delayed.
  - Notify personnel if there is any change in scheduled visits.
  - Notify personnel of any concerns of client needs that may arise i.e. illness.
  - Conduct services in a manner that is respectful to the facility and it's personal.
- Provide services within the parameters outlined in PLAN IT CONSULTING INC.'s liability insurance. Insurance does not cover:
  - Medication administration/ medical procedures.
  - Client lifts.
  - Employees consuming alcohol.
  - Employees working when their requirements are invalid.
  - Employees working with clients that do not have a signed and valid client service agreement
- Companions are prohibited from smoking while on the job. Companions can take a break without pay from their work and smoke in a designated smoking area.
- Cell phones are only permitted in the event of an emergency during the time that you spend with your clients. Please either turn phones off or on vibrate/ silent when working with clients.
- Companions shall solely represent PLAN IT CONSULTING INC. while on the job. It is a conflict of interest to accept private business or to volunteer for a client/ organization while working for PLAN IT CONSULTING INC.
- Client services may include, but are not limited to:
  - Support with shopping.
  - Accessing community services i.e. Doctor.
  - Accessing community events i.e. parade, church.
  - Recreation/ leisure activities i.e. fishing, movies, library.
  - Pre-approved out of town trips.
  - Going out for coffee or lunch.
  - Leisure activities in the home.
  - Visiting.
  - Social activities with others.
  - In home support/ housekeeping.
- Ensure that clients get out in their community on a regular basis unless the client prefers services to be limited to their home.
- To effectively manage a caseload and to notify the Companion Service Coordinator if you are unable to meet the requirements of this position.
- To not accept any payment or gifts from clients nor their families.
- Companions shall not store the personal belongings of clients in their vehicles nor in their homes.

- PLAN IT CONSULTING INC. has a zero tolerance for any verbal or physical abuse. If such an incident occurs, ensure you are safe, notify the Client Service Coordinator and submit an incident report to the office within 24 hours.

### **ADMINISTRATION:**

- Maintain the following paperwork in accordance with the paperwork guidelines and submit it to the Plan It Consulting Office by 11:00 am on the first day of each month:
  - Client involvement hours
  - Time Sheet
  - Monthly Calendar
- Complete the following paperwork as needed:
  - Incident report
  - Medical Appointment Report
  - Request for Time Off
  - Request for Staff Development
- To update client information sheets and note any changes on the monthly calendar for the Companion Service Coordinator. Client information sheets must be handed into the office immediately if you are no longer working with the client.

### **COMMUNICATION/ TEAMWORK:**

- To work respectfully with team members.
- To participate in monthly updates with the Companion Service Coordinator. • To ensure all information regarding the client and their services is confidential.
- To ensure that appropriate measures are taken to deal with an emergency and notify the Companion Service Coordinator immediately. Complete an Incident Report and submit it to the office within 24 hours.
- To inform the Companion Service Coordinator of any guardian contact.
- To report any concerns and request support and guidance from the Companion Service Coordinator as needed.
- To provide Companion Service Coordinator with feedback and suggestions for service.
- To participate in client planning meetings as requested by the Companion Service Coordinator.

### **REQUIREMENTS:**

- Completed application.
- Interview.
- Reference checks.
- Valid basic first aid certificate.
- Criminal record check & vulnerable sector check.

- Confirmation of required vehicle insurance – 2,000,000 liability
- Drivers Abstract
- Employee Orientation
- Signed offer of employment and completed employee information sheet
- Signed TD1 and TD1AB.

**UPDATING REQUIREMENTS:**

- Employees are responsible to update requirements and submit the necessary documentation to the office:
  - Valid first aid certificate - before expiry date of current certificate.
  - Signed criminal activity & driver's abstract disclaimer - yearly.
  - Verify information on employee information sheet - yearly.
  - Sign TD1 and TD1AB - yearly.
  - Staff are encouraged to immunize against transmissible viruses as recommended by AHS.