



HUMAN RESOURCES POLICY & PROCEDURE

Manual	Human Resources	Policy No.	13-01-02.19
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POLICY STATEMENT

Park Place Seniors Living will have standardized position descriptions for all workers based on relevant standards of practice &/or provincially-mandated expectations and PPSL policy.

PURPOSE

To provide standardized, specific expectations and role description of every staff member's role and responsibilities.

PROCEDURE

DEPARTMENT: Administration

JOB TITLE: **Companion**

REPORTS TO: Receptionist/Trust Account Officer

JOB SUMMARY:

As a valued team member the Companion, provides companionship/friendship for residents. Treats Residents with dignity and demonstrates an attitude of caring. Performs all duties in accordance with the policies and procedures of the Care Centre.

TYPICAL DUTIES AND RESPONSIBILITIES:

- Provides meaningful companionship to residents.
- Observes and reports any changes in Residents' temperament or behavior to the Nurse.
- Maintains an up-to-date knowledge of applicable facility policies and procedures, particularly those concerning emergency procedures.
- Responsible for participation in the Health and Safety Program.
- Attends monthly Companion Meetings.
- Practices infection control techniques to ensure a safe environment and prevent transfer of infection.
- Must request education when lacking experience, training or comfort with a particular assignment or task.
- Responsible for the safe performance of all duties.
- Performs other duties as assigned.

HEALTH AND SAFETY RESPONSIBILITIES:

- Are responsible to read, understand and comply with company's Health & Safety policies and safe work practices.
- All staff to be aware of safety policy.
- Promote Health and safety awareness.
- Cooperate with employer through involvement in all aspect of the health and safety program.
- Use safe work procedures.
- Comply with rules and regulations.



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- Are responsible to take every reasonable precaution to protect the safety of themselves, other workers in their area and the general public.
- Report near miss, injury equipment damage accident to their supervisor immediately and complete required reports.
- Report unsafe work conditions.
- Report unsafe acts.
- Make safety suggestions.
- Read minutes posted.
- Set a good example.

QUALIFICATIONS:

Education

Grade 12 or equivalent is required. Experience with Seniors.

Physical Demands:

The Companion position requires a moderate amount of walking, pushing and sitting. In an average day the employee spends 1 to 4 hours walking or pushing a wheelchair.

Health and Safety Risks – Environment

Refer to Job Task Analysis

Physical: Strain on shoulder, neck and back
 Environmental: Draft, dust exposure, working alone situation, using equipment with moving parts
 Biological: Exposure to communicable diseases, i.e. colds, influenza, GI.
 Radiation: Light

High Risk Element: Ergonomics, slips/trips/falls

Prior Experience

- Experience with Seniors is considered an asset.

Special Job Characteristics

- Must be in good health and free from communicable diseases.
- Must be well groomed and adhere to dress code policy.
- Establish and maintain harmonious relations with staff, residents and family members

Personal Attributes

- Must demonstrate concern and interest in providing quality companionship to residents.
- Must be able to establish and maintain harmonious relations with staff, residents and families.
- Must demonstrate good communication skills.
- Must be able to work as a team member in a resident focused environment.



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Equipment Used

- Wheelchair
- Oxygen Equipment

