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**JOB TITLE:** Care Partner  
**DEPARTMENT:** St. Paul's Without Walls  
**DATE ISSUED:** October 2012

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**JOB SUMMARY:**

To provide companionship, light housekeeping services and personal care to individual clients of St. Paul's Without Walls in the client's home. The client's home may be either on St. Paul's Without Walls campus or off-campus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Arrive at each assignment on time and complete the tasks outlined in the plan of care developed for each client. Tasks assigned may include, but are not limited to, the following: cleaning dishes; cooking a meal; running an errand such as grocery shopping, etc.; assisting the client with a bath/shower, dressing and/or grooming; reading to the client, playing cards and/or other games; conversing; washing, drying, and folding laundry; tidying up the house; dusting and vacuuming, reminding the client to take medication, etc.
- Communicate with your supervisor on a regular basis regarding the effectiveness of the services being provided for a client and the relationship between you and the client.
- To follow a plan of care developed for the client by St. Paul's Without Walls.
- To communicate to your supervisor any changes or concerns regarding a client's health and/or the appropriateness of services being delivered.
- To use good judgment in decision-making and to always respect confidential matters relating to a client.
- To positively represent St. Paul's Without Walls through attitude, appearance, work manner, timeliness and relationship with each customer.
- Confidentiality Crucial.

**NON ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- All other duties as needed within scope of services.

**WORKING CONDITIONS:**

Client's homes and the offices of St. Paul's Without Walls.

**QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:**

High School Diploma or GED preferred. A valid driver's license and motor vehicle drivers license history clearance. The candidate should have a strong commitment to quality care and service and sensitivity to the needs and concerns of the older adult. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others, or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

**SUPERVISION GIVEN:**

N/A

**SUPERVISION RECEIVED:**

Report to Director St. Paul's Without Walls

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The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

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*Employee Name (please print)* \_\_\_\_\_

*Employee Signature* \_\_\_\_\_

*Date* \_\_\_\_\_

## PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - \_\_\_\_\_

Care Partner

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
<b>LIFTING:</b>					
0 - 20 pounds			X		
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING		X			
STANDING		X			
WALKING		X			
SITTING	X				
CLIMBING	X				
BENDING/STOOPING	X				

<b>MOVING/PUSHING/ PULLING:</b>					
0 - 20 pounds		X			
20 - 50 pounds		X			
50 - 100 pounds	X				
Over 100 pounds	X				

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING		X			

