

JOB DESCRIPTION:
Companion/Caregiver/Direct Care Worker

Job Classification: Non-Exempt

JOB SUMMARY: Responsible for (Non-Medical), in-home provide for the comfort and general supervision of Patients as well as home management services. Provides companionship to those individuals requiring socialization and/or minimum guidance to assure a safe, protected, clean, and orderly environment.

QUALIFICATIONS: Minimum of ninth education; high school diploma or GED preferred. Must demonstrate satisfactory completions of any stated mandated training. Applicant must be bondable and meet or exceed minimum qualifications for each of the following background checks: Criminal Background Investigation, Motor Vehicle Driving Record, Credit History, Professional and Personal Reference Checks, and give permission to submit to random drug and alcohol testing. Must have reliable transportation and fulfill assignments with reliability and punctuality. Must have a valid driver's license and automobile insurance.

Must satisfactorily complete CWHC, training and orientation program(s). Must accept responsibility for learning and adhering to CWHC policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, Patients, and family members. Must be able to follow verbal and written instructions and document services provided. Must be genuinely concerned about helping people and have high moral standards of honesty and integrity.

§ 611.55. Competency requirements: (a) Prior to assigning or referring a direct care worker to provide services to a consumer, the home care agency or home care registry shall ensure that the direct care worker has done one of the following:

1. Obtained a valid nurse's license in this Commonwealth.
2. Demonstrated competency by passing a competency examination developed by the home care agency or home care registry which meets the requirements of subsections (b) and (c).
3. Successfully completed one of the following: A competency examination or training program developed by an agency or registry for a direct care worker must address, at a minimum, the following subject areas:
4. Confidentiality.
5. Consumer control and the independent living philosophy.
6. Instrumental activities of daily living.
7. Recognizing changes in the consumer that need to be addressed.
8. Basic infection control.
9. Universal precautions.
10. Handling of emergencies.
11. Documentation.
12. Recognizing and reporting abuse or neglect, and
13. Dealing with difficult behaviors.

ESSENTIAL JOB FUNCTIONS:

1. Provides general attention to Patient's non-medical needs in accordance with an established Plan of Care,
2. Provides companionship for the Patient including, but not limited to: talking and listening, reading aloud, providing social and emotional support,
3. Promotes the Patient's mental alertness through involvement in activities of interest. Provides emotional support and promotes a sense of well-being,
4. Provides for a clean, safe, and healthy environment for Patients and family members. Provides light housekeeping tasks including laundering of Patient's garments and linens,
5. May prepare and serve meals as directed. Ensures that dishes are washed and kitchens clean after each meal,
6. Assists Patient in completing necessary phone calls, letter writing, etc. Accompanies Patient on walks, community trips, doctor's office, bank, beauty salons, etc,
7. Reminds Patient to take self-administered medications,
8. Observes and reports any changes in the Patient's mental, physical, or emotional condition or home situation to immediate supervisor in a timely manner,
9. Establishes and maintain effective communication and a professional relationship with

EMPLOYMENT APPLICATION

INSTRUCTIONS: If you need help filling out this application form or for any phase of the employment process, please notify the person who gave you this form and every reasonable effort will be made to meet your needs in a reasonable amount of time.

- Please read "Applicant Note" below.
- Complete all pages of this application.
- Print clearly. Incomplete or illegible applications may not be accepted.
- If more space is needed to complete any question, use comments section on the back.
- Application will be valid for 60 days.

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment with our Home Care Agency. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment begins, terminating employment. All qualified applicants will receive consideration and will be treated throughout their employment without regard to race, color, religion, sex, national origin, age, disability, or any other protected class status under applicable law. Additional testing for the presence of illegal drugs in your body may be required prior to employment.

PERSONAL INFORMATION:

Today's Date: _____

Positions(s) Applied For: _____

Name: _____
Last First Middle

Current Address: _____
Street City State Zip Code

Previous Address: _____
Street City State Zip Code

Home Phone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Alternate Phone: (____) _____

Emergency Contact: _____
Full Name Phone (____) _____

Valid Driver's License #: _____ State Issued: _____ Exp. Date: _____

Make & Model of Vehicle: _____ Year of vehicle: _____

Auto In Co: _____ Policy # _____ Exp Date: _____

Have you ever submitted an application here before? ☐ Yes ☐ No If yes, when? _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? _____

How did you hear about our Home Care Agency? _____

Have you have been given a copy of the job description for the position for you applied for? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying with or without a reasonable accommodation? ☐ Yes ☐ No

Why are you interested in employment with us?

YOUR AVAILABILITY:

Due to the nature of the business, no guarantee can be made as to the schedule or the amount of hours worked.

What date are you available to begin work? _____

Please complete all areas of availability:

_____ Mornings _____ Afternoon _____ Evenings _____ Overnights _____ Weekdays _____ Weekends

Please indicate the days of the week as well as the earliest and latest times that you are available for work.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Shift	From:							
	To:							

PREFERENCES:

Please indicate all areas of the city in which you are willing to work:

☐ Bucks County ☐ Philadelphia ☐ Montgomery County ☐ Chester County ☐ Delaware County ☐ Other _____

Please indicate the types of services which you are willing to provide:

Companionship	Housekeeping (dust/vacuum)	Errands/Shopping/Transportation*
Meal Preparation	Laundry/Ironing	Personal Care
Activities (games/crafts)	Medication Reminders	Dementia/Alzheimer's Care
Other	Wound Care	Lawn Care/Gardening

**In order to be able to provide transportation or run errands, you will be required to have a valid driver's license and current auto insurance. A motor vehicle record check will be conducted and proof of insurance will be required.*

Are you willing to provide service to a client with a pet? ☐ Yes ☐ No If yes, which ones: _____ Cats _____ Dogs

Are you willing to provide service to a client that smokes? ☐ Yes ☐ No

JOB RELATED SKILLS:

Describe any training or life skills you have that apply to caring for adults:

Describe any work history you have that would apply to caring for adult's

What do you like (or think you would like) most about caring for people?

What do you like (or think you would like) least about caring for adults?

EDUCATION:*

For employment our minimum education requirement is either a GED or High School diploma

Please circle highest grade completed: Grade School: 6 7 8 - High School: 9 10 11 12 -College: 13 14 15 16 16+

School Type	School Name	City, State	Major/Subject	# Yrs Attended	Graduate
High School					Y / N
Vocational/Technical					Y / N
College/University					Y / N

WORK HISTORY:

Your application will not be considered unless all questions in this section are answered. Since we will make every effort to contact previous employers, the correct telephone numbers of past employers are essential.

MOST RECENT EMPLOYER:

Are you currently working for this employer? ☐ Yes ☐ No If yes, may we contact? ☐ Yes ☐ No

Company Name _____ City & State _____ Phone Number _____
()

Dates Employed: From _____ to _____
Job Title _____ Supervisor's Name _____

Duties _____

\$ _____ per _____
Salary _____ (Hour, Week, Month) Reason for Leaving _____

SECOND MOST RECENT EMPLOYER:

Company Name _____ City & State _____ Phone Number _____
()

Dates Employed: From _____ to _____
Job Title _____ Supervisor's Name _____

Duties _____

\$ _____ per _____
Salary _____ (Hour, Week, Month) Reason for Leaving _____

THIRD MOST RECENT EMPLOYER:

Company Name _____ City & State _____ Phone Number _____
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Dates Employed: From _____ to _____
Job Title _____ Supervisor's Name _____

Duties _____

\$ _____ per _____
Salary _____ (Hour, Week, Month) Reason for Leaving _____

SECURITY:

****Please be sure to complete the attached Authorization to do a criminal and motor vehicle background check.

As a condition of employment all employees must be "Bondable"& "Insurable". Are you at least 19 years of age?
☐ Yes ☐ No

List states and counties of residence for the past seven years:

Have you had any moving traffic violations? ☐ Yes ☐ No If yes, please describe: _____

Please complete all six references. Your application will not be considered unless six references are provided. Since we will contact these references, please notify them in advance. If we are unable to reach all 6 references, you will be asked to provide additional references.

Full Name	Phone Number	Best Time of Day to Call	Relationship	Years Known
1)	H () W ()	AM / PM AM / PM		
2)	H () W ()	AM / PM AM / PM		
3)	H () W ()	AM / PM AM / PM		
4)	H () W ()	AM / PM AM / PM		
5)	H () W ()	AM / PM AM / PM		
6)	H () W ()	AM / PM AM / PM		

APPLICANT NOTICE:

It is illegal in Philadelphia for employers to ask about your criminal background during the job application process.

Employers *cannot* ask about your criminal background on job applications or during any job interview. Employers can run your criminal background check **ONLY AFTER** a conditional offer of employment is made (final hiring depend on the results of your background check).

- Criminal convictions can be considered **ONLY** if they occurred less than 7 years from when you apply (not counting time of incarceration).
 - Arrests that did not lead to conviction cannot be used in any employment decisions.
 - If your background check reveals a conviction, the employer must consider:
The type of offense and the time that has passed since it occurred.
Its connection to the job you are applying for; and
 - Your job history, character references, and any evidence of rehabilitation.
 - Employers can reject you based on your criminal record **ONLY** if you pose an unacceptable risk to the business or to other people.
 - If you are rejected, the employer must send the decision to you in writing with a copy of the background report used to make the decision.
 - You have 10 days to give an explanation of your record, proof that it is wrong, or proof of rehabilitation.
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APPLICANT CERTIFICATION AND RELEASE:

I certify that I have read and understand the applicant note on page one (1) of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief.

I understand that any false information, omissions or misrepresentations of facts in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer-reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I release this company from any liability which might result from making such investigations.

I also understand that the use of illegal drugs is prohibited during employment. I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that this application is not a contract of employment. My employment is contingent upon confirmation of credentials and successful completion of drug test or criminal background check. I also understand that if hired, regardless of any oral presentations to the contrary, the employment relationship between the Company and myself is terminable at-will, so that both the company and I remain free to choose to end our work relationship at any time for any or no reason. Any changes in this employment relationship must be made in writing. My signature below acknowledges that I have read, understand, and agree to the above disclosure. I also understand that due to the nature of the business, no amount of work can be guaranteed.

APPLICANT SIGNATURE

DATE