

PACIFIC RETIREMENT SERVICES
Rogue Valley Manor
JOB DESCRIPTION

Department: Residential Living

Incumbent:

Position Companion

Reports to: Residential Living Manager

In the following job description:

E = Essential Job Duties

N = Non-essential Job Duties

POSITION PURPOSE:

Provides companionship, general support, and light routine housekeeping for Residential Living (RL) residents who wish to remain at home but may need assistance in daily life functions.

THE DUTIES OF COMPANION ARE VARIABLE AND FLEXIBLE AND MAY CONSIST OF THE FOLLOWING RESPONSIBILITIES:

E Light housekeeping.

E Routine laundry.

E Make all bed and change linen on scheduled beds.

E Complete all meal reminders.

E Accompany transport of residents as needed.

E Set up personal items for personal care as scheduled.

E Provide personal privacy. Maintain confidentiality.

E Assist day program as needed.

E Observing changes in physical and emotional well-being of resident and alerting appropriate personnel of these changes.

E Utilizing good judgment skills in reporting to appropriate personnel if resident requires assistance with medication.

E Be knowledgeable of emergency procedures, phone numbers, etc.

E Notify Residential Living Manager if the individual needs change or conditions change on an on-going basis.

Job Description - Companion

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E Use principles of individual and environmental safety and accident prevention.

N Other duties as assigned.

JOB SPECIFICATIONS:

Hours:

To be assigned.

Knowledge:

Attends required in-service education and staff meetings. Must have 6 hours education pertaining to job yearly.(E) Knowledge of solutions, chemicals, detergents, and pertinent housekeeping and laundry supplies.(E) Ability to read and understand labels instructions.(E) A current valid OR driver's license and be insurable by corporate insurance carrier, preferred.(E) CPR certification is recommended with annual renewal.(N)

Independent Judgment:

Conforms to the dress code. Use universal precautions, safety awareness, and good hand washing hygiene. Questionable matters are referred to Residential Living Manager.

Relations with Others:

Communication is related to routine work. Must effectively communicate with residents and fellow staff. Requires basic courtesy and tact to maintain positive relationship

Working Conditions:

Moderate to heavy physical conditions.(E) Involves lifting and carrying of 35 lbs.(E) Involves walking, bending, twisting, stooping, kneeling, crouching, reaching, and handling.(E) Occasional working on irregular surfaces or heights (N). Some exposure to uncomfortable temperatures or odors.(E)

Safety:

All employees are responsible for complying with facility safety policies and procedures and shall take the necessary measures to ensure a safe environment for oneself, co-workers, and patients/residents, and visitors.

Blood Borne Pathogen Job Classification:

Category I

HIPAA Requirement:

Moderate

Impact of Actions:

Work can be easily checked for compliance with standards and procedures.

Supervisory Responsibility:

None

Acknowledgment:

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. Rogue Valley Manor needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that Rogue Valley Manor reserves the right to revise and/or change job duties and responsibilities as needed.

Incumbent Signature

Date

5/07 LCE

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MATERIALS HANDLING			EFFORT			LEGEND:																																			
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day																																				
					Freq.	% of day		# of times per hour		Min. per hour																															
Lifting 0-10# from 10" to 30"	X	Occ	Lift cleaning items	NA	5-20x/hr	Rare	1%	or	1x	or	6-12 min/hr																														
Lifting 11-25# from 6-30" to 44"	X	Occ	Lift cleaning caddy	NA	Up to 5x/hr	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr																														
Lifting 26-35# from 10-17" to 30"	X	Rare	Lift vacuum into van	NA	1 x/hr	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr																														
Carrying 0-10# 3-20 feet	X	Occ	Carry cleaning items	<1 min	5-20x/hr	Constantly	67+%	or	>120x	or	>40 min/hr																														
Carrying 11-25# 3-20 feet	X	Occ	Carry cleaning caddy	<1 min	5-20x/hr	Effort: List actual measurement in seconds or minutes per event.																																			
Carrying 26-35# 5-10 feet	X	Rare	Carry vacuum to van		1x/hr	Weight/Force: Actual weight or force, measured in foot/lbs.																																			
Pushing 12# of force, 5-10ft	X	Freq	Operate vacuum	Up to 10'	10-40'/hr	ENVIRONMENTAL FACTORS																																			
Pulling 12# of force, 5-10ft	X	Freq	Operate vacuum	Up to 10'	10-40'/hr	Time Spent:	10% Outside <input checked="" type="checkbox"/>	90% Inside <input checked="" type="checkbox"/>	Comments:																																
Reaching: above shoulder 80"	X	Rare-occ	Clean high surfaces	Up to 10'	10-20'/hr	Temperature:	Normal <input checked="" type="checkbox"/>	Temp Change <input type="checkbox"/>	Comments:																																
Reaching: At or below shoulder waist to floor levels	X	Occ-freq	Clean low surfaces	Up to 10'	20-40'/hr		Heat <input type="checkbox"/>	Cold <input type="checkbox"/>																																	
Grasp/Power or trigger grip:	X	Freq-const	Hold rag or handle, using spray cleaner	Up to 30'	40-60'/hr	Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>																																
Pinch:	X	Rare-occ	Clean tight spaces	Up to 3'	3-10'/hr	Atmosphere:	Dust <input type="checkbox"/>	Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>																																
Fine Manipulation/ Dexterity:	X	Rare	Move small items		6-12'/hr		Odor <input checked="" type="checkbox"/>																																		
ENVIRONMENTAL FACTORS						Hazards:	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>	Chemical <input checked="" type="checkbox"/>																																
PPE Req.:						Ear Plugs <input type="checkbox"/>	Safety Glasses <input type="checkbox"/>	Coveralls <input type="checkbox"/>																																	
Surfaces:						Footwear <input type="checkbox"/>	Gloves <input checked="" type="checkbox"/>	Other:																																	
Sustained						Slippery <input type="checkbox"/>	Uneven <input type="checkbox"/>	Other:																																	
Vibration:						# of min 0	Intensity	Other:																																	
POSITIONAL ACTIVITIES																																									
Balance	NA																																								
Bend	X	Occ-freq	Cleaning low surfaces, make beds, vacuuming	Up to 5'	20-40'/hr																																				
Kneel (may squat instead)	X	Occ	Cleaning low surfaces	Up to 5'	15-20'/hr																																				
Crawl	X	Rare-occ	Cleaning floors, carpet	Up to 3'	6-20'/hr																																				
Climbing ladder/stairs	X	Rare	Enter/exit cottages		1-2x/hr																																				
Walking/Standing	X	Freq-const	All tasks, except ride in van between cottages	Up to 50'	50-60'/hr																																				
Sitting, Sustained	X	Rare	Driving between jobs	Up to 3'	6-12'/hr																																				
Foot Controls	X	Rare	Driving between jobs	Up to 3'	6-12'/hr																																				
Upper Extremity:																																									
Reaching behind body	X	Rare	Get cleaning tool		1x/hr																																				
Repetitive front to side arm movement	X	Occ-freq	Wiping surfaces	Up to 3'	20-40'/hr																																				
Awkward wrist motions	X	Rare-occ	Clean in small spaces		1-10x/hr																																				
Impact to palm/hand	NA																																								
Keyboarding/10 key	NA																																								
						<table border="1"> <thead> <tr> <th>Sensory Req.</th> <th>Ess.</th> <th>Freq.</th> <th>Sensory Req.</th> <th>Ess.</th> <th>Freq.</th> </tr> </thead> <tbody> <tr> <td>Speaking</td> <td>X</td> <td>Freq</td> <td>Touch</td> <td>X</td> <td>Cont</td> </tr> <tr> <td>Hearing</td> <td>X</td> <td>Freq</td> <td>Taste</td> <td>NA</td> <td></td> </tr> <tr> <td>Vision</td> <td>X</td> <td>Cont</td> <td>Smell</td> <td>X</td> <td>Rare</td> </tr> <tr> <td>Color Discrimination</td> <td>X</td> <td>Occ</td> <td>Balance</td> <td>NA</td> <td></td> </tr> </tbody> </table>						Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.	Speaking	X	Freq	Touch	X	Cont	Hearing	X	Freq	Taste	NA		Vision	X	Cont	Smell	X	Rare	Color Discrimination	X	Occ	Balance	NA	
Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.																																				
Speaking	X	Freq	Touch	X	Cont																																				
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Vision	X	Cont	Smell	X	Rare																																				
Color Discrimination	X	Occ	Balance	NA																																					
						<p align="center">PDC Level Comments: LIGHT-MEDIUM</p> <p>Rogue Valley Manor/Pacific Retirement Services Job Analysis - Housekeeping Pam Ames, PT 11/03/05 License # 3472</p>																																			

MATERIALS HANDLING			EFFORT			LEGEND:						
Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day							
					Freq.	% of day		# of times per hour		Min. per hour		
Lifting 0-10# from 13" to 72"	X	Occ	Open chute, lift clothes from bottom of bin into washer	NA	2x/day to 20x/hr	Rare	1%	or	1x	or	6-12 min/hr	
Lifting 11-25# from 34" to 47".	X	Occ	Lift laundry bags, lift wet laundry into dryer	NA	2-5/hr	Occasionally	2-33%	or	Up to 20x	or	Up to 20 min/hr	
Lifting 26-50# from 34" to 47"	X	Rare	Remove tarps from washer. Must use two people	NA	2 days/wk, 10-15x/day	Frequently	34-66%	or	21-120x	or	Up to 40 min/hr	
Carrying 0-10# 2-15 feet	X	Occ	Carry laundry bags	NA	2-5x/hr	Constantly	67+%	or	>120x	or	>40 min/hr	
Carrying 11-25# feet	NA					Effort: List actual measurement in seconds or minutes per event.						
Carrying 26-50# feet	NA					Weight/Force: Actual weight or force, measured in foot/lbs.						
Pushing 5-25# of force, 100-1000 feet	X	Rare	Push laundry carts	1-2 mins	1x/day	ENVIRONMENTAL FACTORS						
Pulling 5-25# of force, 3-1000 feet	X	Rare	Pull laundry cart, wet clothes out of washer	1-2 mins	1-2x/day	Time Spent:	Outside <input type="checkbox"/>		Inside <input checked="" type="checkbox"/>	Comments:		
Reaching: above shoulder to 6.5 feet	X	Rare	Open/close laundry chute			Temperature:	Normal <input type="checkbox"/>		Temp Change <input type="checkbox"/>	Comments:		
Reaching: At or below shoulder to 25" (# of inches)	X	Occ-freq	Get bags out of laundry bin, operate ironing machine	NA	5-25x/hr		Heat <input checked="" type="checkbox"/>		Cold <input type="checkbox"/>			
Grasp/Power grip:	X	Occ-freq	Lifting bags, grasp laundry, handles	NA	15-25x/hr	Humidity:	Normal <input checked="" type="checkbox"/>		Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>		
Pinch:	X	Occ-freq	Folding laundry	1-5 secs	10-30x/hr	Atmosphere:	Dust <input type="checkbox"/>		Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>		
Fine Manipulation/ Dexterity:	X	Rare	Writing	NA	1-2x/day		Odor <input type="checkbox"/>					
						Hazards:	Mechanical <input type="checkbox"/>		Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>		
POSITIONAL ACTIVITIES	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/>		Safety Glasses <input type="checkbox"/>	Coveralls <input type="checkbox"/>		
Balance	NA						Footwear <input type="checkbox"/>		Gloves <input checked="" type="checkbox"/>	Other:		
Bend to 13" to 40" from floor	X	Occ-freq	Get clothes out of bin, washers	NA	5-25x/hr	Surfaces:	Slippery <input checked="" type="checkbox"/>		Uneven <input type="checkbox"/>	Other:		
Kneel (may squat instead)	X	Rare-occ	Pick up bags from floor		2-20x/day	Sustained	# of min 0		Intensity	Other:		
Crawl	NA					Vibration:						
Climbing ladder/stairs	NA											
Walking/Standing	X	Constant	All job tasks	2 hrs	50 mins/hr	Sensory Req.		Ess.	Freq.	Sensory Req.	Ess.	Freq.
Sitting, Sustained	NA					Speaking				Touch	X	Const
Foot Controls	X	Rare	To stop ironing machine		0-2x/day	Hearing				Taste		
Upper Extremity:						Vision	X	Const		Smell		
Reaching behind body	NA					Color Discrimination	X	Const		Balance		
Repetitive front to side arm movement	X	Occ-freq	Folding laundry		3-25x/hr	PDC Level Comments: MEDIUM						
Awkward wrist motions	X	Rare-occ	Get wet clothes out of washer, folding		1-10x/hr	Rogue Valley Manor/Pacific Retirement Services Job Analysis – Laundry Worker Pam Ames, PT 11/03/05 License # 3472						
Impact to palm/hand	NA											