

## Godly Hearts Home Healthcare Agency LLC

**Position:** Companion Supervisor

**Reports to:** PAS Supervisor

**Revised:** 09/21/2016

**Job Summary:** Demonstrate good leadership, communication, and writing skills. Enforce the policies and procedures of the agency. Follow state and federal laws as applicable and mandated.

**Qualifications/Educational Requirements:**

1. Have completed two years of full-time study at an accredited college or university. An individual with a high school diploma or general equivalence diploma (GED) may substitute one year of full-time employment in a supervisory capacity in a health care facility, agency, or community-based agency for each required year of college.
2. Ability to relate positively and favorably with clients and staff.
3. Demonstrate good oral and written communication along with good documentation skills.

**Responsibilities/essential job functions:** Employee must be able to perform the following essential job functions - with or without reasonable accommodations.

1. Demonstrate efficient teamwork with the staff.
2. Coordinate companion services. \*
3. Understand and perform the admission process. \*
4. Coordinates services and schedules client visits.
5. Supervise field staff as indicated. \*
6. Provide in-service education
7. Attend seminars, conferences, workshops, and self-studies in areas that will enhance position (e.g. leadership, communication, geriatric care).
8. Perform the initial companion services visit and re-evaluate client needs and progress when needed. \*
9. Complete paperwork timely and efficiently. \*
10. Maintain client records according to policy and procedure. \*
11. Follow infection control policy in and out of the office. \*
12. Participate in the on-call schedule. \*
13. Participate in and support quality improvement programs.

The above list reflects the essential functions and other job functions considered necessary of the job identified, and shall not be construed as a detailed description of all work requirements that may be inherent in the job, or assigned by supervisory personnel. This job description is used as a guide only and not inclusive of responsibilities and job duties.

By my signature, I acknowledge that I have read and understand this job description and its requirement and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

Employee Print: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_