ELDER NETWORK

1130 ½ 7th St NW Suite 205
Rochester, MN 55901
507-285-5272
Website: elder-network.org

Elder Network Non-Medical Companion Job Application and Description

TO THE APPLICANT: We appreciate your interest in seeking employment with Elder Network. Completing this application will assist us in understanding your work history and background. Elder Network is an Equal Opportunity/Affirmative Action employer. Elder Network follows the principles of non-discrimination in employment complying with all Federal, State and local laws concerning Civil Rights, non-discrimination on the basis of handicapped status, and any form of harassment. Elder Network expects all of its employees to comply with such laws.

Name _____

DOB_____ Position Applying For _____

Address_____
Street City State Zip
Phone: Day_____ Evening_____

Date available for work _____Today's Date_____

Email_____

EDUCATIONAL DATA

Type	Name of School	Type of Degree	Field of Study
High School			
Business or Vocational School			
College or University			

EMPLOYMENT HISTORY

List below all present and past employment. (Begin with the most recent.)_

May we contact the employer(s) listed below? Yes ____ No ____ If not, indicate by number which one(s) you do not wish us to contact.

1. Company Name and Address From _____ to _____
   Supervisor _____
   _____ Phone Number _____

   Reason for Leaving _____

   Job Title and Duties _____

2. Company Name and Address From _____ to _____
   Supervisor _____
   _____ Phone Number _____

   Reason for Leaving _____

   Job Title and Duties _____

3. Company Name and Address From _____ to _____
   Supervisor _____
   _____ Phone Number _____

   Reason for Leaving _____

   Job Title and Duties _____

Additional information and/or a resumé may be attached.

SKILLS

Additional Skills: List skills or experience not covered elsewhere on this application:

_____

State any relevant professional societies, training and skills acquired that might relate to this position: _____

VOLUNTEER WORK EXPERIENCE

ACTIVITY	YOUR TITLE/ DUTIES	HRS/MO	FROM	TO

REFERENCES: Provide the following information for those persons, other than former employers, whom we may contact for character references.

NAME	RELATIONSHIP	ADDRESS	PHONE

Non-Medical Companion Program

Agency Description

"Those 55 and better and their caregivers have the opportunity to thrive and lead rewarding lives."

Since 1988, Elder Network has provided emotional, physical, social and spiritual support to Olmsted's growing population of seniors who live on fixed incomes, have limited support and endure the physical limitations that often come with advanced age. Our programs address the simple things that many of us take for granted—a safe, clean home, mental wellness and caring for a spouse can be the hardest to achieve for frail seniors. Loneliness, chronic illness, pain, frustration and diminished physical agility can lead to depression and nursing home placement. Elder Network has been successful in securing, maintaining, enhancing and bettering the lives of seniors by assisting them to live and enjoy fulfilled, meaningful lives.

Companion Description:

Companion's support individuals and families who give care to older adults (age 55 and over) living at home. Companion's offer a minimum of 2 hours a week per client. The assigned Companion is matched one-on-one with an isolated and/or lonely older adult, who may be frail or living with chronic conditions. The Companion is encouraged to engage the older adults in social activities and often helps the client with meal preparation, light housekeeping, running errands; grocery shopping, medical appointments and personal appointments.

Responsibilities:

Companions are required to attend an initial training covering: emergency procedure and situations, vulnerable adult guidelines, Aging Process, Communication, Transportation, Meeting & Setting Boundaries, Medical Conditions, Death and Dying. There are also quarterly meeting which Companions are required to attend.

- must treat clients with respect and dignity.
- must have the ability to converse effectively on the telephone, manage emergency situations and work with client's and families without direct supervision
- must be able to read, write, and follow written and oral instructions.
- should be prompt in keeping appointments and adhering to agreed upon schedules.
- need to turn timesheets and logs in a timely manner so that reimbursement can be made and the files kept up to date.
- need to report as soon as possible any problems or concerns to Elder Network staff.
- Month notice to inform the coordinator of vacations that would necessitate a substitute. Illnesses, appts., schedule conflicts with as much advance notice as possible.
- Must give a two-week written notice of resignation.

Assignments May Include:

- Companionship with tasks around the house, assist at appointments, run errands-shopping, assist with housekeeping and pet care (if necessary)
- Preparing light meals
- Socialization and Community Recreational Activities

Companion May Not:

- Administer medications.
- Assist with personal grooming, dressing or bathing
- Assist with incontinence care.
- Be a relative of the senior.
- Schedule additional hours with clients without permission from supervisor in advance.

Qualifications:

- must fill out an application, pass a background check and complete the initial training
- must be dependable, self-directing, compassionate, understanding and patient.
- must be respectful and sensitive to the needs of the elderly/disabled.
- must provide their own transportation to perform this position.

Time Commitments:

Days and times are flexible. We are asking for 10+ hours a week to meet the needs of requests. Companion Respite clients may be in need of 2 hours a week or more, lasting from short term temporary to months or years. There is a 90-review process to determine ongoing involvement in the program.

Compensation

To be discussed at time of interview.

Companions are employees of The Elder Network.