



## **ATTENDANT JOB DESCRIPTION**

**Purpose:** To assist the Employer, who lives with a physical disability, with attendant services.

**Accountability:** The Employer.

### **Requirements:**

- ✓ Willingness to perform personal and household tasks
- ✓ Physical ability to lift and transfer the Employer
- ✓ Punctuality, reliability, and dependability
- ✓ Ability to work cooperatively with the Employer, other members of the household, and with other employees
- ✓ Good communication skills, both oral and written, and the ability to accurately follow directions from the Employer
- ✓ Ability to maintain confidentiality and to be worthy of the trust required to provide personal services in the Employer's own home

### **Duties:**

- 1) Provide services as required and directed by the Employer, including but not limited, to the following:
  - Mobility assistance with transferring, lifting, positioning, turning in bed, exercising, driving.
  - Assistance with dressing and undressing, eating, medications, special equipment, toileting or bowel and bladder routines, catheterization, colostomy, or ileostomy care, maintenance of a Tracheotomy and respiratory equipment.
  - Personal hygiene assistance with washing, bathing, showering, shaving, brushing teeth, grooming, feminine hygiene, care of skin, changing non-sterile dressings.
  - Assistance with communications, errands, escorting, shopping, banking.
  - Housekeeping assistance with meal preparation, dish washing, laundry, shopping, and chores, including but not limited to dusting, vacuuming, washing floors, changing sheets, and cleaning fridge, stove, bathroom, closets, drawers, and cupboards.



- Assistance with maintaining and ordering supplies.
- Maintenance and upkeep for personal and household equipment and appliances.
- Nurturing assistance with the physical requirement of parenting.
- Other similar tasks that would be performed by oneself from time to time were it not for a physical disability.

2. Provide services in the home and elsewhere (such as work or in the community) consistent with the Employer's choices, lifestyle, and privacy.

3. Respond immediately to emergencies, e.g., washroom assistance or injury, and advise the Employer of other unusual or emergency situations.

4. Be aware of and report any hazards concerning employee health and safety to the Employer promptly.

5. Record the date and time starting and ending each shift.

6. Ensure that keys (e.g., house keys) entrusted to you are kept secure and at hand.

7. Perform other duties as requested.

**Expectations:**

1. To carry out the above duties in a professional manner.
2. To know the Employer's personal routine and follow them efficiently and with appropriate care.
3. To arrive for work punctually and to remain on duty until essential activities have been completed and the Employer is comfortable and safe.



4. To conduct yourself in a manner consistent with the health and safety of the Employer, other members of the household, other staff, and yourself.
5. To be able to perform certain tasks without direct supervision.
6. To dress in a clean and presentable manner.