



JOB TITLE:	Non-Medical Companion
REPORTS TO:	Supervisor, Companions
DEPARTMENT:	Life Enrichment
LAST UPDATE/REVIEW:	August 25, 2026

PREAMBLE

As a leading senior's residence and provider of senior's continuing care services and programs, Canterbury Foundation (the "Foundation") shares with seniors the "Promise of Home". Person-centered care is the foundation for all we do in providing safe, quality care and other human services. We provide a home where seniors experience peace of mind and feel like family. All persons are treated with dignity and respect in every interaction. Working for Canterbury Foundation requires that employees exhibit the highest standards of personal behavior and ethics in every interaction that instill confidence and trust and not bring the Foundation into disrepute. The honesty and integrity of Canterbury Foundation demands the impartiality of employees in the conduct of their duties.

POSITION SUMMARY

Reporting to the Supervisor, Companions, the Non-Medical Companion will provide services to the resident as outlined by the supervisor and that are client focused, creative, flexible, and responsive to client needs, age appropriate, and respectful of client choice. The Personal Companion will conduct services in a positive and professional manner and adhere to facility rules, regulations and protocol as applicable. Companions shall solely represent Canterbury Foundation while on the job. It is a conflict of interest to accept private business or to volunteer for a client / other organization while employed by Canterbury Foundation.

KEY RESPONSIBILITIES

- **HEALTH, SAFETY AND WELLNESS**
 - Committed to knowing, understanding and reviewing your workplace hazards as identified by your Workplace Hazard Assessment, Joint Workplace Health and Safety Committee and as outlined in Canterbury Foundations Policies and Procedures.
 - Participates in making the workplace a safe environment for staff and residents by reporting unsafe conditions, knowing your rights as an employee to refuse unsafe work, and by participating in training, events and committees.
 - Wear appropriate personal protective equipment, footwear and apparel for your role and responsibility for your work day (being mindful of hazards approaching and leaving the workplace).
- **JOB DUTIES AND RESPONSIBILITIES**
 - Provide safe interactions with residents, participating in games, puzzle completion, home making activities, and other appropriate activities requiring focus, social interaction, and meet the needs or interest of the individual.

- When possible, accompany the individual on external outings, including but not limited to appointments and shopping.
- Assist with portering residents to and from meals and activities.
- Encourage the resident to participate in social activities.
- Complies with the organizational policies and procedures, privacy standards, and relevant legislation and regulations.
- Responds and reports all concerns and complaints from residents, families, and staff to the staff nurse in accordance with the concern resolution process.
- Responds and reports all unusual incidents and critical incidents on the assigned unit to the RN.
- Promotes a safe work environment for residents, family members, co-workers and self. Reports unsafe conditions within the living and working environment. Takes required action to decrease the risk of injury immediately and/or notify the RN or Life Enrichment Supervisor of the concern.
- Maintains an ongoing program of personal learning and attends mandatory education sessions in order to maintain own competence. Seeks to benefit from opportunities for professional development and continuing education.
- Actively supports, promotes, and implements the vision, mission, values, and strategic directions of the Foundation.
- Other duties as required.

QUALIFICATIONS

- A high school diploma.
- Minimum of two years' experience in health care with seniors.
- Training in the topics related to human development and interpersonal relationships, nutrition, shopping, food storage, use of equipment and supplies, planning and organizing of household tasks and principals of cleanliness and safety.
- Ability to communicate effectively with resident, supervisor, and staff.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.

REQUIREMENTS

- Must pass Criminal Record Check with Vulnerable Sector Search.
- Must be genuinely interested in seniors.

REASONING ABILITY

- Ability to apply common sense understanding to carry out simple or two-step instructions. Ability to deal with simple problems in the setting.

COMPETENCIES

- Communication skills in English. Good physical and mental health. Caring attitude, tact, patience, and good personal hygiene.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The work requires light physical exertion on a regular and recurring basis such as assisting resident.
- While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, to handle or feel, and reach with hands and arms.
- The employee frequently is required to stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- The employee is occasionally required to sit.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

- Resident room and general Canterbury setting, possible exposure to infectious diseases, occasional outside and community events.

Director Name

Director Signature

Date: _____