

Appendix D

Sample Job Competencies

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This is a sample list of competencies. Consider this list as a place to start as you begin the process of selecting the qualities and skills most important to you.

Work Commitment	Willingly gives extra effort and time to get a job done. Identifies with employer's goals, and exhibits good time management skills.
Building Relationships	Able to establish a rapport with employer and respect his/her wishes.
Communication Skills	Able to talk openly and honestly about all aspects of employer's job requirements. Able to understand instructions. Able to communicate with employer in the way employer likes to and is able to communicate.
Teachable	Willing to learn and be trained by the employer.
Action Oriented	Takes direction from employer and is able to follow instructions. Facilitates but does not influence events to achieve employer's goals.
Problem Solving	Able to assess needs within agreed upon duties and consider course of action best to meet those needs.
Physical Strength/Coordination	Able to meet all physical needs of employer, including but not limited to: transferring, wheelchair maneuvering, possible lifting/moving of equipment.
Housekeeping	Able to keep employer's area/home clean, orderly and sanitary.

Cooking	Able to plan and prepare meals as directed by employer.
Driving	Has dependable transportation, valid driver's license and current car insurance. Able to drive employer if/when necessary as directed by employer.
Personal Appearance	Dresses neatly and is well groomed. Does not report to work looking messy or unclean. If accompanying employer in the community, dresses appropriately.
Time Management	Able to complete tasks assigned by employer effectively, efficiently and on time.
Safety Awareness	Puts health and safety of employer first. Able to identify any factors in employer's environment that may be harmful to employer and practices good judgment in avoiding/preventing harm to employer.
Crisis Management	Able to remain calm in an emergency situation. Able to remember and follow emergency policy and procedures.
Punctual	Shows up for work on time. Stays for entire shift. Does not work overtime unless authorized by employer.
Scheduling / Reporting	Considerate of employer's scheduling needs. Mindful to call in when unable to report to work with advance notice or as soon as possible if personal emergency occurs.
Record Keeping	Keeps neat, organized and appropriate records. Maintains all necessary documentation including but not limited to work schedule, timesheets, daily log, employer's calendar of appointments if necessary.

Discrete	Always mindful of employer's privacy. Able to maintain confidentiality in all areas of information learned in regards to employer's life, needs, care.
Compassionate	Able to be sensitive to employer's needs, dignity and desires while providing professional level of care.
Respectful	Able to respect employer as employer. Does not begin to assume a more controlling role in employer's life but rather understands and functions as employee.

