

EMPLOYEE JOB DESCRIPTION

Employee Name: _____

Position Held : _____

Total Hours per Week: _____ Pay per Hour: _____

Responsibilities:

Write a description of job responsibilities the employee will be required to perform in the following categories that apply. Leave each category that does not apply to your staff blank.

Recreational/Leisure/Socialization:

Mobility/Transportation:

Independent Living Skills:

Dressing:

Bathing/Assisting in the bathroom:

Housekeeping/Laundry:

[over]



Shopping:

Meal Preparation:

Other:

Work Schedule:

Include bi-weekly schedule, not exceeding authorized staffing hours.

Week 1		Week 2	
Sunday		Sunday	
Monday		Monday	
Tuesday		Tuesday	
Wednesday		Wednesday	
Thursday		Thursday	
Friday		Friday	
Saturday		Saturday	

I have reviewed and agree to the responsibility of the job.

Employee Signature

Date

Employer Signature

Date

