



HOMEMAKER

JOB DESCRIPTION:

Summary

The Homemaker provides housekeeping and home management services.

Essential Duties & Responsibilities

Homemakers provide services that include, but are not limited to routine housekeeping activities such as vacuuming, dusting, mopping floors, kitchen cleanup, bathroom cleanup, laundry, making beds, changing linens and home organization. This may also include meal preparation, shopping, errands, transportation and companionship. Homemakers are responsible for:

- Ensuring that service is delivered in a caring and respectful manner in accordance with Agency policies and industry standards.
- Provide companionship, friendship and emotional support. This includes talking, listening, sharing experiences, playing games/cards, reading, organize and read mail and appropriate recreational activities and hobbies for social and sensory stimulation.
- Accompany clients to recreational and/or social events, accompany client on walks, community trips, doctor's visits or appointments, bank, etc.
- Provide transportation to appointments, grocery store and errands. This may include handling the client's money which will be done in accordance with Agency policies.
- Carry out duties as assigned by the Agency. Follows the care plan. Communicates with supervisory nurse and office staff. Complete and maintain records of tasks, observations, and hours of service. Develop and maintain constructive and cooperative working relationships with others. Make decisions and solves problems. Uses equipment and supplies safely and properly. Attend orientation and training sessions. Maintains a safe and healthy home environment for the client.
- Reports concerns, conflicts or problems to the Agency immediately
- This job description is not intended to be all-inclusive. The employee will be expected to perform other reasonable related duties as assigned by the Agency.

Job Limitations

The Homemaker will not function in any manner viewed as the practice of nursing according to the State's Nurse Practice Act. Specifically, the Homemaker will not administer medications, perform personal care, take physicians' orders or perform procedures requiring the training, knowledge, and skills of a Home Health Aide or Nurse.

Education and Experience

- High school diploma or general education degree (GED) or equivalent preferred.
- Participation in 8 hours of training. Agency training includes task specific training including topics related to use of cleaning equipment and supplies, planning and organizing of household tasks and principles of cleanliness and safety, cooking and proper food storage, shopping and social activists and skills.

Language and Reasoning Skills

- Ability to communicate effectively with the client, family members and agency staff. This includes the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals as well as the ability to write reports and complete Agency documentation.
- Ability to apply common sense and understanding to carry out instructions
- Ability to deal with simple problems in the home setting by identify problems and determine effective solutions.
- Ability to be aware of other people's reactions. Establish and maintain relationships, listen and understand the spoken word, work independently and in cooperation with others, determine or recognize when something is likely to go wrong.

Other Skills and Abilities

- Trustworthiness. Honesty. Integrity. Reliability. Flexibility. Hardworking. Caring.
- Good Personal Hygiene.
- Organization and Cleaning Skills. Ability to Manage Time and Multi-task.
- Attention to Detail. Innovative.
- Must have a current driver's license, reliable transportation, maintain automobile insurance coverage and be willing to transport clients.
- Maintains Confidentiality and HIPAA requirements
- Must have a cell phone.

Physical Demands of the Work Environment

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.

Good physical and mental health with mental fortitude and stability to handle stress is essential. The work requires light physical exertion on a regular and recurring basis such as light housekeeping. While performing the duties of this job, the employee is regularly required to stand, walk and use hands and fingers to handle or feel, and reach. The employee frequently is required to stoop, kneel, crouch, or crawl; talk or hear, and taste or smell and to see. 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. Must have the physical and mental ability to drive a vehicle.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Employment is contingent on meeting agency standards for all background and screening requirements. This includes but is not limited to:

- Background Checks: Meet Agency standards on past criminal charges with no current or pending legal charges that have not been disclosed. The Agency must be notified of any legal charges or

proceeding that you are involved during the onboarding process and during the course of employment.

- Drug screenings.
- Favorable employment reference checks.
- Complete agency orientation and training.

Work Environment

The work environment described here is representative of performing duties in a home setting of the clients and the office setting of the agency as well as working remotely via telework. Personal automobile use is required.

APPROVAL AND AUTHORITY TO PROCEED

Signing this document acknowledges that the job description and responsibilities have been reviewed with me the employee. I acknowledge my skills and abilities meet the requirement of this job.

Employee Name

Employee's Signature

Date

Supervisor Signature

Date