



JOB DESCRIPTION

JOB TITLE: Homemaker

JOB CODE: 2160

DEPARTMENT: Community Services/Senior Services

FLSA STATUS: Non-Exempt

REPORTS TO: Manager of Senior Services & Transportation

SUMMARY OF JOB PURPOSE

Cares for and assists elderly, convalescent, and/or disabled individuals with activities of daily living, primarily in their home, in order to support their independent living status.

ESSENTIAL FUNCTIONS

1. Maintains the living quarters in a clean and orderly condition; dusts, vacuums and sweeps floors; washes dishes and cleans kitchen areas and appliances; cleans bathrooms including fixtures and mirrors; changes and launders bed linen.
2. Sorts and launders clothes or takes to the dry cleaners, as required; folds clean clothes and hangs or places in the proper storage space.
3. Assists clients by shopping for food and preparing meals for immediate consumption or pre-packaging prepared meals for later use; feeds clients as needed.
4. Assists client into and out of bed, wheelchair, and/or automobile; assists up and down stairs and into lavatory, as necessary; may assist client with personal hygiene (showering, bathing, dressing and grooming.)
5. May transport clients to grocery, bank, doctor's appointment, senior center, etc.; drive to pharmacy to pick up client medication; provides assistance in the completion of forms; calls clients to remind them of appointments, schedules, or to re-schedule; performs a variety of miscellaneous duties, as requested.
6. Observes clients living environment and health and reports problems and the need for additional client services, including medical care, to other family members, health providers or supervisor; maintains accurate records regarding work performed, mileage driven, etc. and enters into computer.
7. Contributes to the efficiency and effectiveness of the department's service by offering suggestions for improvement; participates in in-service training to update skills and learn techniques for dealing with various clients.
8. May interview and assess clients requesting assistance services or meals-on-wheels; determines eligibility and priority; completes paperwork for Division of Aging Services and meals-on-wheels program; serves as a resource to other workers to discuss problems as they arise.
9. May be required to Pre-inspect vehicle by checking tires and fluid levels, and the operation of brakes, wipers, and lights; reports items in need of maintenance.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and one (1) year of domestic or personal care experience in a setting other than one's own household. Experience in dealing with seniors or disabled persons is desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations to clients and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; perform operations/calculations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; deal with problems involving a few concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of practices and techniques for maintaining a household; techniques for dealing with a variety of individuals who may be under emotional distress; basic safety practices related to the work; basic record keeping practices; basic personal hygiene techniques.

Ability to maintain accurate records of work performed; establish and maintain an effective working relationships with those contacted in the course of the work; deal successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skills in performing a variety of general home making duties (cooking, cleaning and laundry); establishing rapport with senior or disabled clients; beginning to intermediate proficiency level utilizing Microsoft Office applications including Excel, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Nevada Class C Driver's License with an acceptable driving record; CPR certification is desirable.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The work requires mobility to work in a typical home setting, use standard cleaning supplies and equipment, bending, lifting to assist clients in and out of bed, bathtub etc., and to drive a motor vehicle in order to go to client residences and run errands; may need to deal with emotional clients.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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