



HOMEMAKER JOB DESCRIPTION

Description:

- ❖ Homemakers provide service to individuals in their own homes and communities, who need assistance caring for themselves as a result of old age, sickness, disability and/or other inflections. Home care may include housecleaning, laundry, meal preparation, transportation, companionship.
- ❖ Homemakers are responsible for ensuring that service is delivered in a caring and respectful manner, in accordance with relevant Agency policies and industry standards.

Reporting Relationship

- ❖ Reports to Supervisor

Responsibility/Activities:

- ❖ Teach/perform meal planning and preparation, routine housekeeping activities such as making/changing beds, dusting, vacuuming, washing floors, cleaning kitchen and bathroom, and laundry.
- ❖ Perform/assist with essential shopping/errands, which may include handling the client's money, in accordance with the care plan under the observation of the Supervisor.
- ❖ Assist with following a written, special diet plan and reinforcement of diet maintenance, which is provided under the direction of a Physician and as identified in the care plan.
- ❖ Escort to medical facilities, errands, shopping and outings as specified in the care plan.
- ❖ Provide companionship, friendship and emotional support.
- ❖ Assist clients with communication by writing or typing correspondence for them or researching information for them.
- ❖ Participate on the Care Team by providing input and making suggestions.
- ❖ Ensure service is delivered in accordance with all relevant policies, procedures and practices.
- ❖ Monitor supplies and resources.
- ❖ Evaluate the program and make recommendations to it, as indicated.
- ❖ Follow the written care plan.
- ❖ Carry out duties as assigned by the Supervisor.
- ❖ Complete and maintain records of daily activities, observations and direct hours of service.
- ❖ Attend orientation, in-service training sessions and staff meetings.
- ❖ Develop and maintain constructive and cooperative working relationships with others.
- ❖ Make decisions and solve problems.
- ❖ Communicate with Supervisor and co-workers.
- ❖ Observe, receive and obtain information from relevant sources.

Required Knowledge:

- ❖ Knowledge of home management skills.
- ❖ Knowledge of principles and process for providing client and personal services, including determinants, meeting quality standards and evaluation of client satisfaction.

- ❖ Knowledge of English language.

Required Skills/Abilities:

- ❖ The ability to be aware of other people's reactions and understand why they act as they do.
- ❖ The ability to establish and maintain relationships.
- ❖ The ability to teach others.
- ❖ The ability to apply reason and logic to identify strengths and weaknesses of possible solutions.
- ❖ The ability to identify problems and determine effective solutions.
- ❖ The ability to understand written and oral instructions.
- ❖ The ability to listen and understand spoken word.
- ❖ The ability to work independently and in cooperation with others.
- ❖ The ability to determine or recognize when something is likely to go wrong.
- ❖ The ability to suggest a number of ideas on a subject.
- ❖ The ability to perform activities that use the whole body.
- ❖ The ability to handle and move objects and people.
- ❖ The ability to observe and recognize changes in clients.
- ❖ The ability to establish and maintain harmonious relations with clients/families/co-workers.

Physical and Mental Demands:

- ❖ Good physical and mental health.
- ❖ Physical ability to stand, walk, use hands and fingers, reach, stoop, kneel crouch, talk, hear, and see.
- ❖ Mental fortitude and stability to handle stress.
- ❖ Physical and mental ability to drive a vehicle.

Qualifications/Education:

- ❖ Current Driver's license as necessary.
- ❖ Proper Vehicle Insurance Coverage.

Training/Experience:

- ❖ May require related experience and training.
- ❖ Annual Competency Assessment.

I have read and understand the job description and agree to fulfill the position's responsibilities.

Employee Signature

Date

Supervisor Signature

Date