

## **JOB DESCRIPTION**

### **Title: Homemaker**

### **Scope of Responsibilities/Supervisory Controls**

The Homemaker is directly accountable to the Clinical Director or the appropriate designee. The Homemaker is expected to carry out routine assignments independently within the Agency's program and procedures and within his/her scope of responsibility.

### **Required Responsibilities**

- A. Provide a variety of services focused on enhancing the client's quality of living.
  - ❖ Provide a clean, healthy and safe environment
  - ❖ Promote a harmonious, pleasant and attractive environment
  - ❖ Clean surfaces and floor of bathroom and kitchen
  - ❖ Light dishwashing
  - ❖ Light dusting
  - ❖ Clean bedroom and living room; vacuum carpets and dust
  - ❖ Change bed linens
  - ❖ Laundry
  - ❖ Clean inside of windows
- B. Document client services as required by the Agency.
- C. Complete and submit all required documentation on a weekly basis.
- D. Participate as appropriate in in-service and education programs of the Agency.

### **Education and Experience**

- ❖ Previous experience working with the elderly or disabled
- ❖ Communication skills in areas with persons who are hard of hearing, have dementia, or other special needs
- ❖ Basic knowledge in understanding the aging and disease process, elderly abuse prevention including reporting requirements

### **Physical Demands**

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, balance, and to stoop and kneel.

### **Work Environment**

While performing the duties of this job, the employee is required to travel to patients' homes and nursing care facilities, and other sites. The employee may be in close contact with individuals who have pets (i.e. cats, dogs etc.)

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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I have reviewed, understand and agree to the job description and will perform the required responsibilities outlined above to the best of my ability.

EmployeeSignature: \_\_\_\_\_ Date: \_\_\_\_\_