



Wyandot County Council on Aging, Inc.

Job Description

Title: Homemaker

Reports to: Homemaker Supervisor

Direct Reports: 0 Indirect Reports: 0

FLSA Status: Nonexempt (hourly)

SUMMARY: The Homemaker is responsible to provide assistance to eligible clients in activities of daily living in the home setting. Provides assistance with 'in-depth' and/or light housekeeping, laundry, meal preparation, errands, grocery shopping and similar tasks as stated on client's care plan and as assigned. Evaluates home environment regarding safety and health issues and completes daily report of services provided.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Regular and dependable on-site attendance
- Provides light housecleaning such as changing linens and assisting with laundry in client's home setting
- Assists client in cleaning windows within reach **without the use of a ladder or chair**
- Assists with cleaning the home which includes dusting, sweeping and or vacuuming,
- Performs the tasks of dish washing, and cleaning kitchen as needed
- Assists client in cleaning the bathroom/s as needed
- Observes client's progress according to the care plan and report changes/needs to Homemaker Coordinator or Administrative Manager
- Assists in the maintenance of a safe and healthy environment
- Provides companionship and stimulation for the client by conversation and listening
- Uses Personnel Protective Equipment such as latex gloves as required

ESSENTIAL WORK SKILLS REQUIRED:

- Must have and keep current CPR and first aid certifications
- Must have the ability to work well with handicapped or elderly persons
- Must be able to establish and maintain effective relationships with those contacted in the course of work
- Must be able to identify and anticipate problems and take effective course of action
- Must be willing to be involved and interactive with the general public
- Must possess effective written and verbal communication skills
- Must be able to perform light housekeeping duties and be capable of preparing meals
- Must possess a warm, outgoing personality and have patience and compassion for the elderly
- Must be able to maintain a positive, team oriented relationship with all employees and departments
- Must have the ability and willingness to accept direction from supervisors and be adaptable to change
- Must possess the ability to be self-motivated
- Must possess good listening skills and good written and verbal communication skills
- Must be able to interact with other county and partnering agencies and personnel on behalf of our clients and agency as needed
- Must be able to maintain confidentiality of organization information and other generally private information that is exposed while performing the essential job duties
- Must be able to develop an awareness of elders' needs both expressed and/or observed

WORK ENVIRONMENT:

This position operates throughout Wyandot County. The employee will use common office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines. The employee may be exposed to cold, hot and wet weather. The employee may be exposed to bodily fluids and must wear latex gloves and masks as required.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. Using close vision and adjusting focus for reading and writing is required. The position is a majority of the time standing and walking. On occasion the employee may have to ascend and descend stairs. The employee is frequently required to stand; sit; walk; handle or feel; and reach with hands and arms. This position regularly requires the ability to lift and carry 20 pounds. On rare occasions the employee may be required to lift and carry items weighing up to 25 pounds.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a part time position and normal days of work are Monday through Friday. Work hours will fall between 8 AM to 4 PM.

EDUCATION AND EXPERIENCE:

High school diploma or GED equivalent is required. Experience working with the elderly is preferred.

OTHER REQUIREMENTS:

- Must be eligible to work in the United States
- Must be able to pass background check, pass drug and alcohol testing
- Must have a current driver's license, clean driving record and current vehicle insurance
- Must adhere to policies in Employee Handbook
- Must possess advanced customer service skills
- Must maintain good personal hygiene
- Must help to maintain a safe working environment
- Must work as part of our team to ensure customer satisfaction

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ACKNOWLEDGEMENT:

I have read and understand the job description for the position I am being offered. I am also acknowledging that I am able to perform all the essential functions of the job and I meet all the requirements.

I also understand that this job description may be added to, amended or rescinded by Wyandot County Council on Aging, Inc. at any time. Additionally, I understand that this job description is provided for informational purposes and is neither an implicit or explicit agreement of employment or continuing employment. If I have any questions regarding the responsibilities or expectations of my job, I will discuss them with my supervisor.

I further understand that my duties may change on a temporary or regular basis according to the needs of the Wyandot County Council on Aging, Inc. without it being specifically included in the position description.

 Printed Name

 Date

 Signature

Adopted: January 2019