

HOMEMAKER

GRADE: 1

REPORTS TO: Director of In-Home Services

POSITION REQUIREMENTS: Graduation from high school or equivalent is preferred. Training or experience in homemaking and concerns of senior citizens and one year of experience with the elderly. Prefer training in vocational or business education while in high school. Must provide good references from previous employment. Must be medically cleared of communicable disease. Must be able to pass drug test and criminal background check.

SUMMARY: Provides services designed to assist eligible individuals with basic homemaking activities such as housework, laundry, purchasing and storing groceries, preparing meals, or writing letters. May also assist with health related services such as personal hygiene. The Homemaker may be required to provide necessary services as authorized by the PACE Interdisciplinary Team (IDT). Use of therapeutic interpersonal skills in all contacts in the work setting is required. Problems encountered range from routine to complex in nature; significant public contact is required and position requires independent decision-making and action.

DUTIES AND RESPONSIBILITIES:

1. Performs housework such as cleaning, dusting, mopping, emptying trashcans, etc.
2. Washes laundry, dries, folds or hangs in correct location.
3. Assists with personal hygiene.
4. Purchases groceries and puts them away
5. Prepares and serves meals, not to include menu planning for special diets
6. Monitors and reports participants functional status to the PACE Interdisciplinary Team (IDT).
7. Maintain strict confidentiality in all matters pertaining to recipient and program operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be physically able to perform duties.
 2. Ability to follow exactly oral or written instructions.
 3. Knowledge of sanitation principles is helpful.
 4. Ability to understand and carry out oral instructions without close or constant supervision.
 5. Must possess good interpersonal skills.
 6. Ability to safely lift 20 to 40 pounds practicing good lifting techniques.
 7. Must obey all rules and regulations of AASC Personnel policy/PACE Program.
 8. No gossip or profanity will be tolerated.
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