

STOREY COUNTY SENIOR CENTER JOB DESCRIPTION

Homemaker

Class Title:	Homemaker
Reports to:	Senior Services Director
FLSA Status:	Non-Exempt
Created:	06/09/2020
Last Revised:	06/09/2020

JOB SUMMARY

Under general direction of the Senior Services Director or his/her designee, provides homemaker duties for participants. Making sure homes are clean so seniors can live independently in their homes.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below:

- General cleaning to include vacuuming, mopping, sweeping, Cleaning bathroom(s), cleaning kitchen, emptying trash, dusting, changing linens and/or washing laundry based on client's desires determined through person-centered planning.
- Assist participants in their home environment with simple tasks when necessary, such as watering houseplants, putting laundry away, prepping meals, etc.
- Maintain confidentiality of all company procedures, results, and information about participants, clients, or families regardless of setting.
- Heavy cleaning if the home is unsanitary or severely neglected.

EXAMPLES OF NON-ESSENTIAL FUNCTIONS

- Follow all SCSC policies, procedures, and OSHA safety guidelines to maintain a safe working environment.
- Maintain courteous, helpful, and professional behavior on the job and display a willingness and ability to be responsive in a warm and caring manner.
- Participate in continuing education classes and any required staff and training meetings; and main professional affiliations and any required certifications.
- Perform other duties as required or requested in a positive and helpful manner to ensure a smooth-running work area.

QUALIFICATIONS/ REQUIREMENTS

Any combination of training and/or experience, which demonstrates a potential to perform the duties of the position, including experience in:

- Be, at a minimum, 16 years old.
- Ability to read, write, and speak English.
- Knowledge of Storey County region.
- Knowledge of how to use and maintain position's equipment and safety equipment.
- Function independently, have flexibility, and personal integrity.
- Skilled in identifying and recommending problem resolution; and ability to work independently with minimum supervision.
- Ability to cope with mental and emotional stress related to the position.

- Valid Driver's license, clean driving record, and a reliable vehicle.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Requires full range of body motion including handling and lifting participants, manual and finger dexterity and eye-hand coordination.
- Requires standing, walking, pushing, bending, kneeling, and reaching at arm's length and overhead in participant's home for prolonged periods of time.
- Requires the ability to lift/ carry up to 65 pounds and push or pull objects exceeding 150 pounds, using appropriate body mechanics.
- While cleaning, must be able to hear participants in their home call for help or identify by sound when they might need help. Must be able to give clear verbal directions.
- Requires working under stressful conditions; moderate pressure to meet scheduled appointments while dealing with frail and confused participants.
- Subject to participants that may have the potential for verbal or physical aggression.
- Requires working outside, unprotected from weather conditions subject to temperatures below 0 degree or above 100 degrees.
- Exposed to harsh chemicals while cleaning.
- Subject to unpleasant odors.

The class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE:

The job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

I _____, have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job position is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Applicant/Employee Signature

Date