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JOB DESCRIPTION: HOMEMAKER

POSITION SCOPE:

To ensure quality and safe delivery of homemaker services.

To assist in the provision of home care services that reflect the philosophy and standards of H.H.H. and\ or the C.O.A.

To assist a client to a clean and safe environment, which excludes all other family members

POSITION QUALIFICATIONS:

High school graduate or completed a G.E.D. or has a minimum of 2 years life work experience.

Must pass Homemaker proficiency quiz.

Is able to understand the homemaker care plan, execute instructions, and document services delivered..

Good verbal and written communication skills with clients, families, and emergency service systems personnel.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

1. Ensures quality and safe delivery of homemaker services.
 - a. Client record documentation reflects delivery of quality home health care services.
2. Implements current homemaker duties and responsibilities.
 - a. House cleaning:
 1. Dusting and straightening furniture.
 2. Cleaning floors and rugs by wet\dry mop, vacuum, and \ or sweeping.
 3. Cleaning the kitchen, including washing dishes, pots, and pans.
 4. Cleaning outsides of appliances \ counters \ cabinets.
 5. Cleaning ovens defrosting\ cleaning refrigerators, and disposal of spoiled \ outdated food items.
 6. Cleaning the bathroom , including tub, sink, shower, toilet bowl, and emptying and cleaning of the commode chair\urinal.
 7. Changing linens and re-making beds.
 8. Removing trash from the home.
 9. Washing insides windows and sills within reach from the floor.
 - b. Laundry:
 1. Washing and drying client's clothes and lines in the home, or at a designated place.
 2. Folding clothes, linens, and ironing if necessary.
 3. Putting away finished laundry
 4. Hand mending at client's request.

- c. Basic Home Safety
 - 1. Identify and report safety hazards to supervisor. 2. Eliminate safety hazards with client and supervisor's approval.
- d. Errands
 - 1. Purchase errands, including groceries, household items, prescriptions, and personal care needs.
- f. Meal preparation and Nutrition:
 - 1. Meal preparation. 2. Special diet preparation with qualifying instruction. 3. Cleaning of eating and food preparation areas.
- g. Completes tasks on care plan that are assigned by R.N. case manager. A home-maker report will be filled out at each clients home on tasks completed which will be signed by the client.
- h. Infection control and safety policies and procedures are implemented.
- i. Reports significant findings regarding client physical condition and \or environment to the R.N. case manager.
- j. Assignments are organized and completed on time.
- 3. Fulfills additional performance responsibilities as assigned .
- 4. Promotes effective written\verbal communication.
 - a. A positive work environment is promoted for other staff members.
- 5. Attends and participates in staff meetings when scheduled.
- 6. Uses equipment and supplies effectively and efficiently.
 - a. Accurate utilization of equipment is demonstrated.
- 7. Complies with H.H.H. policies and procedures.
- 8. Treats all clients with dignity and respect. Adheres to the clients rights.

I have read and understand the job description for the position of homemaker.

Signature _____ date _____