

HEALTH SERVICES OF LYON COUNTY HOMEMAKER

General Hours of Work: Monday-Friday (8:00-4:30 based on Agency needs and clients served)

Department: Public Health - Health Services of Lyon County

Reports To: Agency Administrator

SUMMARY: The homemaker works under the supervision of the Agency Administrator and provides care for elderly, convalescent, or disabled persons in the client's home. Care provided includes social, environmental and personal care. The homemaker assists the client and/or household members to attain or maintain independence during periods of stress or crisis and promotes consumer health in a safe, stable, sanitary home environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- The homemaker provides social interaction/active listening, light household duties, laundry, grocery shopping, meal planning and essential errands according to the client's homemaker plan of care.
- Performs tasks in order to meet needs of client by considering priorities, lifestyles, and time with the schedule set up by supervisor.
- Provides respite care to relieve a caretaker in the care of ill, convalescent, or disabled child or adult.

KNOWLEDGE, EXPECTATIONS & STANDARDS:

The individual must be able to work the hours specified above. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

- Ability to solve problems, think in critical situations and the ability to multi-task.
- Knowledge and compliance of agency mission, programs, policies and procedures.
- Maintain confidentiality of client and agency.

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- Able to work effectively in a team environment, coordinating work flow with other team members and ensuring a productive and efficient environment.
- Promotes and complies with safety principles, laws, regulations and standards.
- Exhibit organization and time management skills to generate the optimum level of productivity.
- Demonstrate the ability to be detail oriented.
- Self-directed, able to work without the presence of immediate supervisor.
- Reports any concerns in client's mental or physical health, behavior, and environment to supervisor.
- Completes necessary documentation regarding time, mileage and work completed, required by bookkeeping and insures prompt receipt of those records in this office.
- Promotes safety for self and others. Follows safety guidelines.

EDUCATION/CERTIFICATION/LICENSURE/REQUIREMENTS:

- High school diploma.
- This position requires a valid driver's license.
- Employee must be insurable by an automobile liability insurance carrier.
- CPR certification required.
- Completes Mandatory Abuse Reporting training.
- Successful completion of background check.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, so long as the accommodations do not cause undue hardship to the employer.

- While performing the duties of this job, the employee is frequently required to stand, walk, climb stairs, stoop, kneel, crouch, use hands to finger, handle, or feel, reach with hands and arms and talk and hear.
- The employee is occasionally required to sit and balance.
- The employee must regularly carry up to 20 pounds, and occasionally lift, move, pull or push up to 75 pounds.
- The employee, on occasion, may have job demands where the lift/move/push or pull may be the client's weight, i.e. over 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to communicable disease, toxic or caustic chemicals, and outside weather conditions.

A variety of lifestyles and living conditions will be encountered with this job.