

A Chance To Grow.
Waivered Services

Job Title:	Homemaker	Status:	Part Time
Supervisor:	Director HBS/ RN,QP	Classification:	Non-Exempt
Department/Division:	Home Based Services	Date Revised	5/1/2019

POSITION SUMMARY

Under the direction of the Director HBS/ RN,QP this position's primary duty is the safety of the individual. In addition to safety, the provider will assist the individual in daily activities as noted in the Plan of Care.

The Homemaker is expected to carry out routine assignments independently within the Agency's program and procedures and within his/her scope of responsibility.

DUTIES AND RESPONSIBILITIES

1. Adhere to the Health Insurance Portability and Accountability Act (HIPPA) privacy policies and procedures. Maintain confidentiality of all information pertaining to clients, families and employees.
2. Maintain positive working relationships with clients, client families, ACTG staff, community providers and referral sources.
3. Maintain a professional appearance at all times.
4. Timely and accurate completion of Service Verification form (OMR)/ Telephony Dial-N-Document System.

Required Responsibilities

Provide a variety of services focused on enhancing the client's quality of living including but not limited to:

1. Provide a clean, healthy and safe environment.
2. Promote a harmonious, pleasant and attractive environment.
3. Clean surfaces and floor of the bathroom and kitchen.
4. Light dishwashing.
5. Light dusting.
6. Clean bedroom and living room; vacuum carpets and dust.
7. Change bed linens.
8. Laundry.
9. Clean inside of windows.
10. Document client services as required by the Agency.
11. Complete and submit all required documentation per scheduled payroll calendar.
12. Participate as appropriate in in-service and education programs of the Agency.

Education and Experience

1. Must be 18 years of age or older.
2. Must have a High School Diploma or equivalent.
3. Must have a Certificate of Training for Vulnerable Adult from the Department of Human Services.

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4. Current 1st Aid and CPR Certificate.
5. Ability to Pass a DHS Criminal History Background and Fingerprint check.
6. Previous experience working with the elderly or disabled.
7. Communication skills in areas with persons who are hard of hearing, have dementia, or other special needs.
8. Basic knowledge in understanding the aging and disease process, elderly abuse prevention including reporting requirements.

Certificates, Licensure and Registration

1. United States Citizenship or evidence of a valid Alien Work Permit.
2. Valid driver's license and proof of auto insurance (if applicable)

Reasoning Ability

1. Demonstrate the ability to make appropriate professional judgments.
2. Ability to handle multiple tasks.
3. Able to and provide covered Companion Assistant services according to the client's care plan, respond appropriately to client's needs and reports changes in the client's condition to the licensed supervising Case Manager.
4. Strong organizational and problem solving skills.
5. Must have access to a working telephone for regular communication with Case Manager responsible party and Director HBS.
9. Must contact ACTG if address change, email address change or phone number changes.

Physical and Environmental Demands

1. Occasional use of hands, wrists and fingers and lifting or moving up to 75 lbs. may be required.
2. Movements such as stooping, crouching, bending, kneeling, climbing and reaching are occasionally required.
3. This position requires spending a majority of the workday standing and walking, with occasional sitting.
4. Noise and/or level of distractions in the work environment is moderate.
5. Specific vision abilities required by this position include close vision, distance vision and peripheral vision.
6. Ability to operate a motorized vehicle and have reliable transportation.

I have read the above job description and fully understand the conditions of a Homemaker Assistant, I will perform these duties to the best of my knowledge and ability.

Employee Signature

Date