

Homemaker Aide

Classification

Non-Exempt

Salary Grade/Level/Family/Range

\$9.50 per hour w/expected wage increases (dependent upon annual performance review & agency budget)

Reports to

Programs Manager and/or Executive Director

JOB DESCRIPTION

Summary

Responsible for assisting senior consumers of St. Martin Parish to maintain clean and safe living conditions that will aid in a more independent lifestyle and a better quality of life.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Due to travel time from the home of one client to another, the Homemaker Aide will provide weekly service at a minimum of forty-five minutes (45) per client. The Homemaker Aide will perform one (1) or more of the following duties in the allotted timeframe:

- Wash dishes
- Change bed linens
- Sweep and/or mop floors (floors will be damp-mopped only)
- Dust furniture and shelves
- Vacuum
- Clean bathroom (s)
- Wash and/or dry laundry (for the assigned client only)
- Shake excess dust from throw rugs
- Clean out refrigerator (when this duty is performed, no other duties will be added, due to the length of time required to remove everything from the refrigerator so that it can be cleaned; the freezer will not be defrosted during this time)

Due to time constraints and certain liabilities, the Homemaker Aide **will not** perform the following duties:

- Give medication
- Run errands
- Iron
- Wax
- Clean base boards
- Climb

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- Clean out cabinets or closets
- Move furniture for any reason
- Shampoo carpets

*****Note:** The Homemaker Aide will not clean up any area of the home used by a relative or wash dishes after family visits.

In addition, the Homemaker Aide is responsible to:

- Collect participant contributions weekly. *Contributions will be collected from the Case Management Coordinator after funds have been counted and verified with the Homemaker Aide.
- Assists with daily site tote sheets and individual profiles on a daily basis. At the end of each month, submits all daily tote sheets and individual profiles to the Case Management Specialist.
- Maintains good work and public relations-this includes demonstrating friendliness, warmth, and cooperation to participants, co-workers, and supervisors.
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as assigned by the Programs Manager and/or Executive Director.

Competencies

1. Professionalism
2. Flexibility
3. Emotional Maturity
4. Communication Proficiency
5. Collaboration Skills
6. Customer/Client Focus (Genuine interest in, and concern for, older adults)
7. Organization
8. Good writing skills

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a variety of settings, mostly rural and isolated areas. Sensitivity to clients' living conditions is essential.

Physical Demands

This is largely a sedentary role; however, some lifting is required. This would require the ability to lift vacuums, small tables, laundry, waste baskets, and garbage cans (up to 30 lbs.).

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 1:30 p.m. Schedule may be adjusted according to agency needs.

Travel

Travel, only as it relates to homemaker duties, is required for this position. Occasional travel to local educational trainings may also be required.

Preferred Education and Experience

1. High school diploma (GED Acceptable).
2. One year of experience in related field.

Additional Eligibility Qualifications

Applicant must have a good driving record, current driver's license, and valid auto insurance (minimum limits as required by law). Must have CPR/First Aid certification. The ability to relate and work with older persons, and a genuine interest, concern, and awareness of older persons and their problems is vital.

Work Authorization/Security Clearance (if applicable)

Applicant must be able to pass a state criminal history search. Clearance of a drug screen is also required.

EEO Statement

The St. Martin Council on Aging, Inc. is an Equal Opportunity Employer. Applicants for all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures:

Employee/Date

My signature is verification that I have accepted the position offered to me and acknowledgment of my understanding of the requirements, essential functions, and duties of the position.

Executive Director/Date