

JOB DESCRIPTION - ESSENTIAL JOB FUNCTIONS LIST

Requirements:

- Must be at least 18 years of age.
- Must be able to read, write and follow directions.
- Must have at least six (6) months of paid work experience as a Homemaker for an agency, nurse aide, or household worker, OR at least one (1) year of experience, paid or unpaid, in caring for children, sick or aged individuals OR have successfully completed formal training, such as a basic nursing arts course of nurse, nursing assistant, or home health aide training.
- May not be a family member of the recipient for whom personal care is to be provided. A family member is defined as a parent, sibling child by blood, adoption, or marriage, spouse, grandparent, or grandchild.
- Must be able to lift, push, pull or carry up to 50 pounds and twist, bend, kneel, stoop and climb stairs without difficulty.
- Required to have a working cell phone with voice mail set up.
- Required to have their own reliable transportation and must provide proof of vehicle insurance for vehicle which will be used for work.

Homemaker Services Job Duties:

- Plan and prepare meals
- Clean up after meals
- Clean kitchen counters, cupboard, and appliances, which should include: oven, surface burners, and inside refrigerators
- Make beds and change sheets
- Sweep, vacuum and scrub floors
- Tidy and dust home
- Launder, iron, and mend clothes and linens
- Bag trash inside the home and place outside for pick up
- Shop for essential home items, which should include: groceries, cleaning supplies, etc.
- Perform essential errands, which should include: obtain food stamps, pick up medications, post mail, etc.
- Read and write essential correspondence for blind, illiterate, or physically impaired clients
- Wash inside windows and clean blinds – from floor only, may not climb.
- Cannot move furniture to rearrange room – can only clean under and around heavy items

Personal Care Services Job Duties:

- Assisting with dietary needs, including meal preparation and clean up and assistance with eating and/or feeding
- Assisting with dressing and grooming, including helping with dressing and undressing, combing hair, and nail care
- Assisting with bathing and personal hygiene, including assisting with bathing, shampooing hair, oral hygiene, dental care, and shaving
- Assisting with toileting and continence, including assisting in going to the bathroom and changing bed linens. This may include changing beds for persons with medical limitations that may impede completing this task.
- Assisting with mobility and transfer, including assisting with transfer and ambulating when recipient can at least partially bear own weight
- Assisting with medication, including assisting with the self-administration of medicine, applying non-prescription topical ointments or lotions
- Medically related household tasks, including approved homemaker and chore tasks.

Can you perform the above listed essential job functions? Yes No

Applicant Signature

Date

Printed Name

Administrator