

CANCELLED



Job Title:	Homemaker	Job Requisition#:	2k17-04-17
Department:	Community Services	Status:	Classified
Revised Date:	9/1/2011	Job Code:	6560
Union Code:	Non-represented	Handles Confidential Info:	No
First day to Apply:	04-04-2017	Entry Wage:	\$9.6006/hourly
Last day to Apply:	Open Until Filled	Work Schedule:	M-F 8 a.m. – 5 p.m.

GENERAL PURPOSE: Under close supervision, performs various housekeeping and/or personal care support services to Sandoval County clients in a residential environment; provides respite and relief services to caregiver; provides nutrition and homemaker services; and conducts wellness observations of client in order to support senior independence and quality of life; and performs other work as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma/GED Certificate and previous driving experience with a clean driving record for the past one year and experience performing basic office and records/file maintenance and customer service activities; experience working with the elderly population in a caregiving or senior program environment is preferred but not required.

Required Licenses or Certifications:

- Valid New Mexico Driver's License; may be required to obtain a TB Skin Test; and may be required to obtain First Aide and CPR certification within a specified period of time after hire.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the Frail and Elderly Services Program Manager and does not exercise supervision over lower level staff.

ESSENTIAL JOB FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides services to ensure that client needs are met in a safe home setting that promotes independence.
- Provides light housekeeping duties including sweeping, mopping, vacuuming, dusting, laundry, and light cooking; cleans and maintains kitchens and bathroom areas; may assist client with ironing, picking up prescriptions, etc. as needed or required.
- Documents and reports any activities or changes that may directly affect the client and immediately notifies supervisor of any accident or sudden change in client's emotional or physical condition.
- Maintains accurate records and logs of activities performed and assists in conducting client updates and assessments.
- Attends required training and staff meetings and performs other related work as assigned/directed.

Required Knowledge of:

- Basic operational characteristics, services, and activities of senior programs, including gerontology programs.
- Principles and processes for providing customer service to clients.
- Safe food preparation and handling.

JOB DESCRIPTION

Homemaker

- CPR and first aid principles and practices as required.
- Senior citizens health and wellness services and guidelines.
- Operation of a variety of home appliances and tools.
- Driver safety principles and practices.
- Safety procedures and guidelines associated with assigned work.
- Records and file tracking and maintenance.
- Effective communication principles and practices including oral and written communication to include customer service skills.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.

Required Skill in:

- Customer service and ability to work with potentially difficult clientele, including senior citizens.
- Understanding and caring attitude toward senior citizens, and must display a willingness to be available to the service of the seniors.
- Operating and driving safely to and from appointments.
- Being adaptable and flexible in job duties and in meeting deadlines.
- Ability to operate tools and equipment required to perform job requirements including dishwasher, stove, washing machine, microwave oven, and other kitchen appliances; broom, mop, motor vehicle, and telephone.
- Indigent services available within the County.
- Performing a variety of general office clerical duties relevant to area of assignment, including preparing required reports.
- Communicating effectively verbally and in writing, including customer service.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

Physical Demands / Work Environment:

- Work is performed in a residential setting and is regularly required to operate a motor vehicle to get to and from work assignments.
- Occasionally may be required to lift or carry items weighing up to 20 pounds; and regularly is exposed to potential physical harm, hazardous chemicals, and infectious disease when providing residential homemaker services to senior citizens.