

CRAIG CARES

TITLE: JOB DESCRIPTION - HOMEMAKER

POLICY

Qualified individuals with appropriate experience and training provide homemaking services for clients of Craig Cares.

PURPOSE:

To provide a description of the homemaking and/or housekeeping services provided by individuals employed by Craig Cares providing homemaker services.

QUALIFICATIONS

1. Must be have demonstrated experience as a homemaker.
2. Must have a basic knowledge of good housekeeping and cooking.
3. Have a valid drivers license with a good driving record.

OTHER REQUIREMENTS

1. Ability to communicate with clients and to remain calm under stress.
2. Ability to read and write in English.

PERFORMANCE RESPONSIBILITIES AND STANDARDS

1. Performs light housekeeping tasks including:
 - a) Laundry
 - b) Light housekeeping
 - c) Changing linens
 - d) Planning and preparing meals
 - e) Assist with feeding as needed
 - f) Grocery shopping
 - G) Transportation to physician visits and other activities.
4. Provides services following the Home Care Plan of Service.
5. Uses household equipment and supplies safely.
6. Maintains a written log and receipts of client monies used for purchase of goods and materials used in the care of the client.
7. Reports and changes in the client's condition to the supervisor.
8. Accurately documents services and submits documentation in a timely manner per agency policy.

PERSONNEL POLICY

It is the policy of Craig Cares, to base hiring and job performance decisions solely on an individual's ability to perform essential job functions. Persons with disabilities are eligible for this or any position provided they can perform those functions with reasonable accommodation.

ACCEPTANCE OF POSITION

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

Administration

Date