

OSCEOLA COUNTY COMMISSION ON AGING JOB DESCRIPTION

HOMEMAKER

Supervised By: Services Coordinator

Supervises: N/A

Position Summary: Under the supervision of the Services Coordinator or designee, the Homemaker provides services designed to assist seniors in the performing of routine household activities to maintain an adequate living environment for the client. Services include, but are not limited to, Respite Care and Light Homemaking.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists with light homemaking such as vacuuming, dusting, mopping floors, cleaning bathrooms and kitchens, making beds, laundry and maintaining a safe environment.
2. Utilizes observation, reporting and recording skills.
3. Notifies In-Home Services Coordinator or RN of an “out of the ordinary” occurrence.
4. Adheres to monthly calendar as supplied by In-Home Services Coordinator.
5. Utilizes good personal hygiene.
6. Competent in allowing the client to be as independent as possible, taking into consideration his or her limitations.
7. Complies with HIPAA.
8. Assists in promoting the COA when needed
9. Complies with the completion of reporting forms including client and employee signatures after form completion and returning such to the COA office in the designated time frame.
10. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
11. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job. The county at its discretion, may consider an alternative combination of formal education and work experience.

Requirements include the following:

Education: High school diploma or GED. Prefer CENA or some advance coursework in nursing.

Experience: Preferred one year of experience as a CENA, or working in-home services.

The County, at its discretion, may consider an alternative combination of formal education and work experience.

Other Requirements:

1. Ability to manage day to day operations with minimal supervision of program supervisor
2. Recommended and encouraged to be CPR certified
3. Ability to handle and coordinate in an emergency situation
4. Must have dependable transportation
5. Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations
6. Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
7. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
8. Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
9. Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master Care Advantage Program and new technologies
10. Ability to attend meetings scheduled at times other than normal business hours
11. Knowledge of the principles and practices of providing senior services

12. Knowledge of maintenance techniques associated with providing senior services

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both in the office and at other work sites and regularly travels between work sites using a motor vehicle. Though applicable safety procedures are documented and utilized, the incumbent may be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing