



# Regional Consolidated Services

## Job Description

Department Home Care

Job Title Home Management Personnel

**Purpose:** This position exists so that qualified staff may provide assistance in home management tasks that are essential to the instrumental activities of daily living (IADL) to individuals who are unable to carry out these activities for themselves and when no responsible person is available for these tasks. This service is performed so that individuals may remain in their own homes. Personal care tasks will not be performed by the homemaker.

### Essential Functions and Responsibilities:

1. Prepare simple meals
2. Basic housekeeping including mopping, sweeping, dusting, vacuuming, dishes
3. Running necessary errands
4. Changing linens
5. Laundering
6. Shopping for food and other essentials from verbal or written instruction
7. Pay bills as directed by client
8. Provide companionship and emotional support
9. Reading correspondence
10. Identify medication for client
11. Be attentive to and report up-to-date information regarding the client's current physical and mental condition as well as any particular needs of the client (i.e., additional services needed, family or personal problems, abuse, neglect, illness, etc.)
12. Respond to emergency needs as they occur
13. Communicate/interact according to developmental level and as age appropriate
14. Consistent and regular attendance is required.

### Other Duties and Responsibilities:

1. Mending clothes
2. Ironing clothes
3. Minor repairs to home and furnishings

Supervisory Responsibilities: None

### Knowledge and Skills:

1. Ability to effectively communicate in oral and written forms
2. Read and follow instructions
3. Attention to details
4. Observant of surroundings
5. Good reasoning ability; able to reach logical conclusions
6. Able to cook
7. Drive a vehicle
8. Understand and follow instructions and accurately carry out assigned duties.

**QUALIFICATIONS:** No minimum formal education level is required; however, the provider must be able to read and write, have a general knowledge of the aging process, have familiarity with common, chronic diseases of the elderly, and an empathy and understanding of the aged. In order to appropriately respond in an emergency situation, the provider must have CPR & First Aid certification.

**Fiscal Responsibility:** None

**Physical Demands:** Able to walk, drive a vehicle, bend, stoop, squat, stretch, see, hear, speak, good eye/hand coordinator, able to lift and move at least 25 pounds.

**Working Conditions:** Work in homes of various people some of which may be structurally deficient, not equipped with modern conveniences such as electricity, indoor plumbing and bathroom facilities, or central heating and cooling. Homes maybe extremely dirty, infested with insects and/or vermin, and have unpleasant odors. Occasionally a client, family member or caretaker may be emotionally unstable, violent or a substance abuser.

**STAFF NAME:** \_\_\_\_\_

**STAFF I.D. #:** \_\_\_\_\_ **DATE:** \_\_\_\_\_