

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Homemaker	
<b>TITLE CODE:</b> 2203	<b>SERIES:</b> Medical Services Support
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$7.05-\$8.54</b> <b>GRADE: 6</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Social Services Coordinator or other appropriate staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Provides homemaker, home management, personal care and respite care to clients, primarily elderly in their home setting who participate in respective programs of the local health department. The services are directed toward enabling the client who is restricted in ability to perform normal activities of daily living to remain in their home.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** None

**SUBSTITUTION CLAUSE:** None

**EDUCATION:** None

**EXPERIENCE:** None

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.)

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Perform housework activities in the home of the client who is restricted in activities of daily living, provide personal care to the clients to maintain personal hygiene, provide home management services for which the client is unable to do or needs assistance, provide respite care and companionship, document according to procedures all visits made and services made to clients, collect donations and turn in on a weekly basis, may assist in preparing kitchen to receive both delivered foods and packaging individual servings for clients and provide outreach and follow up services.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in home settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 7/1/06

**DATE OF LAST REVISION:** 09/16/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.