

Homemaker

Job Summary:

The homemaker is a non-professional employee, trained to provide, home maintenance services in the home for clients under the direct supervision of the nursing supervisor.

Homemaking services include dietary management, household services essential to the client's health and well being, and provision of and instruction in reporting of signs, symptoms, and/or changes in the client's condition. The homemaker is assigned to a client by the coordinator and is given a written assignment sheet.

Organizational Relationship:

The HMK reports directly to the Scheduling Coordinator.

Qualifications: (Preferred unless required by law)

- Successful completion of at least 40 hours of generic training to be completed by the end of the 6th month of employment (can be done by shadowing and precepting) or proof of homemaking services provided in the community equivalent to 40 hours.
- Use of an automobile with possession of liability insurance is desirable.
- Must be able to read, write and follow instructions.
- Selected on the basis of such factors as: an interest in people, tact, a history of emotional stability, dependability in employment, neatness in appearance and practices, good personal hygiene, and good judgment.

Responsibilities:

The duties consist of a combination of activities, which include, but are not limited to:

- Shopping with an effort to economize and preparation of nutritious and appetizing meals.
- Assisting with simple health care routines such as reminders to maintain diet restriction, medication regimen, and recommended exercises and cueing to take meds.
- Observation, and feedback to the coordinator/nursing supervisor on client's behavior, mood, and adjustment in the home.
- Being supportive and encouragement during periods of loneliness, depressions, bereavement etc.
- Providing routine housekeeping tasks, which are required.
- Caring for clothing, washing, drying, folding and putting away.

The homemaker performs duties according to a written assignment:

- Follows the care plan for housekeeping tasks
- Records observations and tasks and signs each entry on the appropriate form for each visit made.
- Communicates on a weekly basis or more often as necessary with the nursing supervisor.
- Immediately reports emergency situations by phone to nursing supervisor or HHA office.
- Keeps an accurate time and mileage report.
- Follows assignments and regulations.
- Follows specific office orders for each client.
- Uses homemaker policy manual as guidelines.
- Works within the organizational channel of authority and knows the area of responsibility of all other team members.
- Wears appropriate clothing and ID badge when at work.

Homemakers should not engage in activities such as:

- Changing dressings (including applying band aids)
- Administering medications (including ear or eye drops)
- Physical therapy
- Assisting persons in and out of tub or shower
- Giving enemas or irrigating catheters
- Speech therapy
- Positioning persons in bed for the prevention of contractures

Confirming on a weekly basis the scheduling of visits with the Supervisor/Director to coordinate necessary visits with other personnel.

Notifying the Agency of absences due to illness, emergency leave, normal vacation periods, or special professional meetings, which will affect agreed service with the Agency.

Functional Abilities:

- Must be able to read 12 point or larger type.
- Must be able to hear and speak in a manner understood by most people.
- Must be able to stoop and bend.
- Must be able to travel to prospective patients' residences.
- Must be able to carry bundles weighing up to 10 pounds, up stairs.