



CLASS SPECIFICATION

Class Code: 60000595
Date Established: 05/1999
Last Reviewed: 07/2025
Last Revised: 07/2025
Last Title Change:
FLSA: non-exempt
Probation: 6 months

HOMEMAKER SERVICES AIDE

DEFINITION

Under general supervision, provides a variety of homemaker, personal care, and basic health screening services for homebound senior citizens; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of experience providing basic care of the elderly, disabled, or infirm; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATES

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

Healthcare CPR certification may be required within three months of appointment based on area of assignment and if required, must be maintained for continued employment in this classification.

Basic First Aid certification may be required within three months of appointment based on area of assignment and if required, must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Perform a variety of house cleaning services for eligible clients such as mopping floors, vacuuming, cleaning kitchen appliances, dusting, washing dishes, changing linens, and general cleaning of bathroom areas.

Perform a variety of organization and maintenance tasks such as checking expiration dates on food and kitchen items, eliminating tripping hazards and safe-proofing the home; replacing batteries in smoke detectors, replacing air filters, and other household safety features.

Assist with plant care and pet care.

Laundry client's clothing and linens either in the home or using a laundromat; mend items as required; fold and iron laundered items ready for client's use.

Plan and prepare nutritious meals consistent with cultural and economic standards of the client and family; shop for food and essential household supplies and maintain receipts for any purchases made on behalf of the client.

Provide basic care to clients including bathing, dressing, and personal grooming.

Conduct health screenings, including blood pressure, vital signs, temperature, hematocrit, weight, height, and other measurements.

Complete required reports including mileage, services provided, client expenditures and hours worked for each client. Prepare monthly computer schedule of clientele receiving services.

Observe client behavior, home environment, deterioration, or improvement in client's condition or lifestyle and record observations. Communicate any concerns or changes in client needs with case workers to ensure attention or interventions occur timely.

Immediately report to the supervisor, any evidence of abuse, neglect, and exploitation or concerns of any client.

Assist with client referrals to appropriate sources for additional services required.

Assist with various clerical and customer service duties at the Senior Center to include organizing/moving supplies, assisting with the lunch line, sorting mail, and serving as a back-up for front desk duties such as checking IDs, answering basic questions about the center and providing clients with intake forms to complete prior to meeting with intake staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Washoe County's policies, practices, and procedures related to the area of assignment.

Assigned program requirements and procedures.

Computer software specific to the area of assignment.

Nutrition and health practices.

Local community services and agencies that provide a variety of public assistance programs.

Ability to:

Assess nutritional and medical risks.

Conduct health screenings, including blood pressure, vital signs, temperature, hematocrit, weight, height, and other measures.

Operate various medical equipment such as Hemoglobinometer machine and blood pressure cuff.

Present educational programs appropriate to the intended audience.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Homemaking skills including cooking, cleaning, and laundry.

Adult nutrition needs.

Basic mathematics.

Basic medical terminology.

Ability to:

Plan nutritionally balanced menus.

Read and follow written instructions and program regulations.

Maintain records and complete basic reports.

Interact/communicate effectively with people from diverse socioeconomic, ethnic, and cultural backgrounds regarding sensitive topics and issues to include health related issues.

Operate household equipment and appliances.

Operate a personal computer.

Maintain confidentiality of information encountered in the course of work.

Effectively manage emergency and/or stressful situations and interact with hostile clients in a calm, professional manner.

Act with integrity; effectively assess information and exercise appropriate discretion.

Establish, foster, and maintain effective working relationships with those contacted through the course of work.

SPECIAL REQUIREMENTS

(Essential duties require the following physical skills and work environment.)

Ability to work in private residences, various County facilities, and a professional office environment. Ability to lift and move objects weighing up to 50 lbs. Ability to sit and stand for extended periods.

Incumbents will be required to successfully complete a background investigation.

Incumbents will be subject to a health screening as required for the job.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.