



CLASS SPECIFICATION

Class Code: 60000595
Date Established: 05/1999
Last Reviewed: 06/2024
Last Revised: 06/2024
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.

Basic First Aid certification may be required within three months of appointment based on area of assignment.

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 supervisor, any evidence of abuse, neglect, and exploitation or concerns of any client.

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

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

County and departmental policies, rules, and regulations.

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 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.

Manage personal bias in interactions and decision-making processes.

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

Maintain effective working relationships with those contacted through the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Incumbents will be required to successfully complete a background investigation.

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

Ability to lift and move objects weighing up to 50 lbs. Ability to sit and stand for extended periods.

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