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**HOMEMAKER JOB DESCRIPTION**

**JOB SUMMARY**

ACL Medical Staffing & Home Care Service shall employ an individual as the Homemaker. Under the Staffing Care Coordinator's direction, the Homemaker performs various home-making tasks for clients in their homes. **Homemakers DO NOT provide direct, hands-on care** **to participants for the functional needs of ADLs**. They should be able to communicate performance concerns to healthcare staff and interdisciplinary team members and make recommendations.

Home and community assistance services provide **instrumental activities of daily living** (**IADL**) for waiver participants in their homes. The services are provided when participants cannot meet their needs or when their informal caregiver or helper cannot perform these needs for the participant. The Homemaker job description may be amended at any time, effective immediately upon written Notice, at ACL Medical Staffing & Home Care Services sole and absolute discretion.

**RESPONSIBILITIES & DUTIES**

**Allowable Activities**

The following activities are allowed under the home and community assistance services:

* **IADL** care may include but are not limited to the following:

1. Dusting and straightening furniture
2. Cleaning floors and rugs by wet or dry mop and vacuum sweeping
3. Cleaning the kitchen, including washing dishes, pots, and pans; cleaning the outside of appliances, counters, and cupboards; cleaning ovens; and defrosting and cleaning refrigerators.
4. Maintaining a clean bathroom, including cleaning the tub, shower, sink, toilet bowl, and medicine cabinet; emptying and cleaning commode chair or urinal
5. Laundering clothes in the home or laundromat, including washing, drying, folding, putting away, ironing, and basic mending and repair
6. Changing linen and making beds
7. Washing insides of windows
8. Removing trash from the home

* Assistance with meal planning and preparation, including special diets, under the supervision of a registered dietitian or health professional
* Completing essential errands and/or **unassisted transportation** for nonmedical, community activities
* Assistance with correspondence and bill paying
* Minor pet care (**Note**: This activity may be allowed at the agency's discretion.)
* Assistance with outdoor tasks, including raking leaves, snow removal, lawn mowing, and weeding(Note: This activity may be allowed at the agency's discretion.)

**Activities Not Allowed**

The following services are not allowed under home and community assistance services:

* Assistance with ADL hands-on care (Note: Specifically, home and community assistance services do not include any ADL assistance, such as eating, bathing, dressing, personal hygiene, or medication setup and administration.)
* Hands-on and/or assisted transportation of participants to community activities or errands
* Home and community assistance services provided to household members other than to the participant
* Home and community assistance services when the owner of the organization is one of the following:

1. Parent of a minor child participant
2. Spouse of a participant
3. Attorney-in-fact (or POA) of a participant
4. HCR of a participant
5. The legal guardian of the participant
6. Any member of the participant's household

* Services provided to participants receiving any of the following waiver services:

1. Adult family care
2. Structured family caregiving
3. Assisted Living

**NOTE**: Must be able to communicate with the Supervisor or Direct Client Coordinator any changes in the Client's physical condition, behavior, or appearance. Must be able to document services provided to Clients following company policy and procedures.

**KNOWLEDGE, SKILLS, and ABILITIES**

* Must possess a strong service orientation, including active listening skills, critical thinking skills, and close monitoring of clients.
* Basic understanding of medical terminology

**ATTENDANCE**

Individuals in this position are expected to be available during scheduled work hours and occasionally evenings and weekends.

**POSITION MINIMUM QUALIFICATIONS**

* Highschool diploma, GED preferred but not required
* Minimum of 6 months experience in a similar role is preferred but not required
* Exceptional interpersonal skills, a caring approach, compassion for the job, and being physically fit

**PHYSICAL REQUIREMENTS**

The physical demands listed are representative of those that an employee MUST meet to perform the essential duties and responsibilities of the job successfully. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

* **Environment:** The work setting is typical of a healthcare setting in a Client's home.
* **Physical:** The primary functions require significant physical ability and mobility to work. The employee will stand and sit for prolonged periods with occasional bending, stooping, kneeling, crouching, and reaching. Employees should never twist their bodies or use poor mechanics to perform duties. Employees will be required to lift, carry, push, or pull light to heavy (75 pounds or more) amounts of weight. Employees must operate equipment requiring repetitive hand movement and fine coordination, including using a computer keyboard. You may be required to travel to different locations using personal or commercial transportation at your expense.
* **Visual:** Able to see in a normal visual field with or without corrective devices.
* **Hearing:** Able to hear in the normal audio range with or without corrective devices.

**SPECIAL CONDITIONS of EMPLOYMENT**

* National or Expanded Criminal Background Check
* Reference Checks
* Employee Onboarding

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This Job description is intended to summarize the position's primary responsibilities and qualifications. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future. A personnel file and a signed job description documenting responsibilities in writing will be maintained.

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Homemaker **Signature** Date

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Homemaker **Print**

**Office Use:**

Adopted: 8/1/2023

Effective Date: January 2024

Revision Date:

Next Review Date: December 2024

Reviewed by: Administrative Team

Authorized by: Administrative Team