

ROSEBUD COUNTY
Job Description

CLASS TITLE: Homemaker

ACCOUNTABLE TO: Council on Aging Services Coordinator

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, performs a variety of duties that assist the home-bound to access the senior center programs, home services, and other community services. Work varies requiring independent judgment within prescribed standards.

ESSENTIAL JOB FUNCTIONS:

- Physical requirements include walking, bending, stooping, reaching, and lifting up to 35#s (greater with assistance);
- Work may be performed in uncontrollable weather conditions of rain, heat, cold, and snow;
- Must possess the ability to follow written and oral instructions.
- Must follow all policy and procedures for safety set forth by Rosebud County to prevent injury in the workplace;

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Performs in home services that may include: telephone reassurance, and friendly visitor programs;
- Refers seniors and their families to other community services;
- Duties may include doing laundry, teaching safety measures, changing linen, making beds, cleaning bathtubs, general housecleaning, grocery shopping and errands, which may include the transportation of clients;
- Delivers home meals and checks on center mail;
- Is available to help unload commodity truck and delivers commodities to clients who are receiving homemaker services;
- Works with the senior center, in any capacity, performing cook's helper duties, helping in repair and maintenance by knowing who to call in emergencies, and such other duties as may be assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

- Any combination of education and experience equivalent to completion of High School AND general housekeeping work experience preferably dealing with senior citizens; CPR training helpful.
- Must possess a valid Montana Operator's license.

CLASS TITLE: Homemaker (continued)

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Works directly with elderly in their own home environment;
- Establishes and maintains a cooperative relationship with clients;
- Assists the elderly in providing a pleasant and clean home;
- Becomes a liaison between home, senior center, and other agencies for many elderly;
- Performs other duties as needed in the home.

Reasonable accommodations may be made to enable individuals with disabilities to perform any non-essential job function.

Revised 6/21/2022