

Butler County In-Home Services, LLC

602 East Outer Road
Poplar Bluff, MO 63901
573-712-2192

Job Description

Job Title: Homemaker/In-Home Service Worker

SUMMARY

Cares for elderly, convalescent, or disabled persons in client's home by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of essential duties and responsibilities and is not a complete listing of duties that may be assigned, nor does it include all of the knowledge, skills, and abilities that may be necessary to successfully perform this position.

- Recognizes and reports problems and changes in the client's condition to the supervisor.
- Changes bed linen with occupied and unoccupied bed, washes, mends and irons client's laundry.
- Plans, purchases, prepares, and serves food for client, following special prescribed diets.
- Assists clients, with ambulation when client can at least bear partial weight, into and out of bed, chair or wheelchair, to lavatory, up and down stairs, and turns client in bed.
- Assists client to dress, bathe, brush, comb and shampoo hair, shave with electric razor, mouth care, clean and cut fingernails and toenails for non-diabetic clients.
- Applies non prescription topical ointment or lotion at client's direction.
- Assists client with self-administered medicines (open bottles, get water).
- Assists client with toileting, give and remove bedpan and urinal.
- Shops for essential items, groceries, cleaning supplies. Performs essential errands, picks up medicines, pays bills and picks up mail.
- Performs housekeeping activities such as dusting, cleaning bathroom, sweeping, mopping, vacuuming, washing dishes, cleaning kitchen counters, cabinets, appliances, including stove burners and inside of refrigerator and oven.
- Washes and changes drapes and curtains, washes walls and woodwork, washes windows and blinds that are within reach without climbing.
- Bags trash inside the home and puts it out for pick-up.
- Reads and writes essential correspondence for blind or illiterate clients.
- Provides rodent control, sets traps, sprays for insects within the home, and puts out over-the-counter supplies.
- Instructs the client in ways to become self-sufficient in personal care and household tasks.
- Provides respite care services that includes personal oversight and may include overnight stay. Sleeping while providing respite care is permitted during nighttime hours when the client is asleep, but the worker must be in close proximity. Personal oversight includes making a reasonable effort to assist the client in meeting his/her own essential human needs and attempting to make the client as comfortable as possible. Service range includes all those functions allowed and limited by the job description.
- Provides advanced personal care services if trained and tested. Advanced personal care includes assistance with activities of daily living when such assistance requires devices and procedures related to altered body functions.
- Maintains records of services performed.
- Maintains at least 35 hours delivery per week average for full-time.
- Completes assignments in a thorough and accurate manner.
- Calls in for hours when clients are not home.
- Picks up and reviews schedule by first day of each month.
- Makes positive impact on cleanliness of homes.
- Completes assigned tasks from care plan.
- Does all scheduled units and follows regular schedule.
- Work papers are complete, correct and legible.
- Work papers are turned in in a timely manner.
- Attends required in-home training.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Must be at least 18 years of age
- Be able to read, write, and follow directions
- Successful completion of a basic nursing arts course, nursing assistant or home health aid training; or six months paid work experience as an agency homemaker, nurses aide, home health aide, maid, or household worker; or one year experience, paid or unpaid, in caring for children, sick or aged individuals; a high school education is preferred, but not required.
- Successful completion of a math exam (see MATHEMATICAL SKILLS section)

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence.

MATHEMATICAL SKILLS

Ability to add and subtract five digit numbers and to multiply and divide. Ability to perform these operations using units of American money.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with arms; talk or hear; sweep; and mop. The employee frequently is required to stoop, kneel, or crouch. The employee is occasionally required to sit and reach overhead with arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move over 26 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.

CONTINUING EDUCATION

Must participate in continuing education relevant to duties and responsibilities at least every 24 months.

MISCELLANEOUS REQUIREMENTS

- Must have reliable transportation and ability to travel in unfamiliar places.
- Must possess a valid Missouri Motor Vehicle Operator License.
- Must have current automobile insurance.
- Must be willing to work weekends.
- Must be willing to travel within a thirty (30) miles radius.

I have read and understand the above job description for an In-Home Service Worker of Butler County In-Home Services, LLC. I also acknowledge that I can physically perform the significant physical demands of this position.

Name _____ Date _____