



815 Forest Avenue
Northfield, Minnesota 55057
507-664-8897 TEL 507.650-9227 FAX

UNLICENSED PERSONNEL JOB DESCRIPTION

POSITION TITLE: HOMEMAKER

HOURS: As scheduled.

REPORTS TO: LPN, RN

JOB SUMMARY:

This position is responsible for providing light-duty homemaking tasks designed to maintain the clients' emotional well-being.

REVIEWED/REVISED: 3/24/18

EMPLOYMENT RELATIONSHIP:

This position is an "at will" position and the employee and employer are free to sever the relationship at any time with or without cause. A minimum of 14 days-notice of the intent to resign is requested for this position.

POSITION SPECIFICATIONS:

- Adaptability and flexibility in dealing with changing situations and in ability to remain calm when dealing with clients and their families, with a positive and pleasant manner and kind tone of voice.
- Ability to demonstrate good judgment and observation skills.
- Ability to effectively communicate with peers and supervisors and clients.
- Ability to work under the supervision of a nurse is necessary.
- Ability to deal tactfully and compassionately with clients, their family members, and other staff and to exhibit good customer service skills at all times.
- Ability to read, write, comprehend and follow verbal and written instructions
- Ability to converse on the telephone.
- Ability to work independently and to use good problem solving skills.
- Ability to meet the physical and mental demands of the position, with or without accommodation.
- Ability to work flexible times, including weekends, evenings and holidays.
- Must be dependable and punctual, with a good attendance record.



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- Must follow building dress code, maintain good personal hygiene and grooming.
- Must be able to prioritize and organize work effectively and efficiently.
- Must work as a team member with other personnel and LPN, RN.
- Must be able to deal with minor emergencies related to the work assignment.
- Must be able to understand, respect, and maintain confidentiality.
- Must attend required in-service training as well as staff meetings and other agency events.

OTHER REQUIREMENTS:

- Must receive a “not disqualified” criminal background result from Department of Human Services and may not be on the OIG exclusions list.
- Must be screened for TB.
- High school diploma or GED preferred.
- Must have a valid Minnesota Driver’s License and a safe driving record to provide transportation services to clients.

RESPONSIBILITIES, DUTIES:

- Prepare meals as directed, following special meal plans if instructed.
- Notify nursing of any complaints or concerns raised by the client or the client’s family or representative.
- Establish rapport with clients, lead client in activities as assigned and provide socialization and companionship to clients while performing assigned tasks.
- Assist co-workers with daily responsibilities when needed.
- Organize and prioritize assigned work during scheduled shift to complete assigned tasks.
- Document services provided accurately and consistent with agency policies and complete all required paperwork in a timely and legible manner.
- Follow agency procedures for universal precautions when performing assigned tasks.
- Maintain a clean environment for clients. Dust, vacuum, mop, and other household chores as scheduled and assigned
- Follow agency dress code and wear name tag while at work and maintain good personal hygiene and grooming.
- Follow agency policies regarding safety rules and requirements and report any issues or concerns about your safety or any injuries immediately to the Director.



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- Assist with other duties that may be assigned but not limited to; companionship, socialization, gardening, plant care, pet care, house sitting, help with hobbies, crafts, playing games, cards, reading, transportation, escort, errands, shopping, laundry, and meal preparation.
- Assist with laundering of client's personal clothing. Must be able to identify resident's clothing, sort soiled linen according to established procedure, ability to operate an automated laundry chemical dispensing system, sort and stock clean linen, transfer laundry from washer and dryer, ability to operate dryers, ability to adjust temperatures according to fabric, ability to hang, fold and stack clothes and linens.
- Ability to check housekeeping cart room supplies and restock.
- Ability to follow abuse/neglect policy, bill of rights and disaster fire plan.

WORKING CONDITIONS:

- Primary responsibilities will be conducted in client homes.
- Exposure to body fluids, infection, odors and behavior of clients that may be aggressive, combative or demanding.
- Exposure to chemical and respiratory hazards is possible.
- Travel to clients' homes is required.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work hours as assigned, scheduled, or mutually agreed upon. Occasionally called upon to work on short notice.
- While performing duties of this job, employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls. In addition, the job requires walking, bending, stooping, pushing, pulling, kneeling, reaching overhead and lifting up to 25 pounds.
- Must have adequate vision and hearing necessary to perform job functions.

This job description is not intended to be all-inclusive. The employee will perform other reasonable related duties as assigned by the supervisor or other management.

Management reserves the right to change job responsibilities, duties and hours as the need prevails. This document is for management communication only and is not intended to imply a written or implied contract of employment.



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I _____, have read the Unlicensed Personnel job description and fully understand the conditions set forth therein, and I will perform these duties to the best of my knowledge and ability.

Employee Signature

Date

Supervisor Signature

Date