

Cedar County  
Tipton, Iowa  
Position Description

<b>Position title</b>	Homemaker
<b>Reports to</b>	Home Health Clinical Manager
<b>Pay Grade</b>	9

**Position purpose**

The Homemaker provides homemaking and respite services for Cedar County residents. Homemaking services are provided to allow clients, who due to health issues are no longer able to complete homemaking tasks, to remain safely in his/her residence for as long as possible. No personal care may be provided during homemaking services. Respite services are provided to relieve the caregiver of the responsibilities for providing care for the client. Limited personal care tasks may be completed during respite services.

**Key position responsibilities (with sample tasks)**

- Provide quality homemaking services as indicated on the homemaking plan of service.
  - The homemaker completes household chores such as vacuuming, dusting, laundry, washing dishes, grocery shopping, etc.
- Provide a safe and healthy home environment for the client as indicated on the homemaking plan of service.
  - The homemaker demonstrates safety awareness by being constantly aware of potential unsafe conditions, practices skills safely, corrects an unsafe condition or notifies the appropriate person, and takes precautions to avoid future problems.
- Provide respite services as indicated on the plan of service to relieve the caregiver of providing care for the client.
  - The homemaker provides, according to the plan of service, the nutritional needs of respite clients by preparing diet appropriate meals and snacks.
- Maintain accurate, detailed documentation of the care/services provided.
  - The homemaker documents service/s provided to patients within 24 hours of the completion of the service/s.
- Communicate significant findings/changes with the Home Health Clinical Manager.
  - The homemaker notifies the Home Health Clinical Manager of any significant changes in the patient/client through immediate verbal communication and subsequent written documentation.
- Use relevant information and individual judgment to ensure events or processes comply with departmental policies and procedures, federal and state laws, regulations, rules, or standards.
  - The homemaker identifies tasks within his/her ability to complete and communicates any request from a client or the client's family if the request is not in his/her scope of practice.
- Recognize and implement fiduciary responsibility.
  - The homemaker communicates any change in the provided schedule immediately to the Home Health Clinical Manager.

## **Qualifications**

### **Education and Experience**

High school graduate or GED certificate.

### **Certificates, Licenses, registrations**

Must have and maintain a valid Iowa Driver's license and current vehicle insurance. Must pass background check for criminal history, as well as for Dependent Adult and Child abuse.

### **Specialized Knowledge**

Must be able to successfully complete mandatory reporter training and maintain certification as required. Must be able to successfully complete certification in Basic Life Support CPR and bloodborne pathogens training.

### **Skills**

- Active listening
- Reading comprehension
- Communication—verbal, non-verbal, written
- Time management
- Active learning
- Coordination
- Judgment and decision making
- Equipment selection and usage
- Customer and personal service
- Collaboration
- Team member
- Interpersonal skills

### **Abilities**

- Oral expression and comprehension
- Written expression and comprehension
- Follow directions
- Sympathetic attitude toward clients
- Prioritization
- Attention to details
- Multi-tasking
- Professional image
- Advocating

## **Working conditions**

Required to travel throughout Cedar County, drive, and walk in all weather conditions including extreme cold and heat, rain, storm, wind, sleet, and ice. May be exposed to temperature changes, pests, smoke, pets, excrement, chemicals, and blood and other bodily fluids. Required to function wearing appropriate personal protective equipment.

Must effectively interact with people of all ages experiencing physiological and psychosocial issues which may be exhibited by abnormal and threatening behaviors.

## **Physical requirements**

Regularly required to stand, walk, stoop, kneel, crouch, crawl, sit, climb, and balance. Must frequently and consistently carry, lift, and/or move up to 40 pounds. May need to assist in lifting and/or moving heavier weights. Must be able to talk, hear, and feel. Must be able to see at close and far distance, colors, peripherally, and have ability to adjust focus.

**Direct reports**

None.

**Internal and External Contacts**

Internal: Auditor's Office, Human Resources

External: Families of clients, caregivers, Hospice agencies, and others as necessary.

---

<b>Approved by:</b>	<i>Cedar County Board of Health</i>
<b>Date approved:</b>	<i>July 27, 2018</i>
<b>Reviewed:</b>	

*This position description is not intended to be all-inclusive. Employees may perform other related tasks as assigned to meet the ongoing needs of the organization.*