

## Northwest Colorado Health

### Homemaker

#### **General Statement of Duties:**

Provides homemaking service to clients in their homes, including housecleaning, meal preparation, laundry, companionship and support, and similar tasks.

#### **Supervision Received:**

Works under the general supervision and direction of the Director of Nursing for Home Health and Hospice and/or designated supervisor.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Accomplishes job duties in a timely, safe, and professional manner. All procedures require the complete knowledge and use of universal precautions. Procedures which may be required of the homemaker include but are not limited to any combination of the following:
  - Performs housekeeping tasks as directed.
  - Makes beds, changes and launders linens.
  - Washes dishes.
  - Prepares meals.
  - Grocery shopping.
  - Vacuums and dusts.
  - Clean bathrooms.
2. Is responsible for client's satisfaction in care received.
  - Meets clients needs, within reason, consistent with the agency policies.
  - Is seen as cooperative and willing to assist client, as measured by client satisfaction surveys.
  - Prioritizes tasks in order of importance for safety of client.
  - Advises supervisor of requests which cannot be met or of conditions which are unsafe.
  - Promotes positive impression of agency services.
3. Is dependable to client and agency in both providing and documenting services.
  - Provides services when scheduled.
  - Communicates promptly to Agency and client any schedule change.
    - Organizes and implements his/her schedule to meet productivity expectations.
    - Caregiver regularly communicates with supervisor via telephone, or in person regarding caseload status.
    - Completes and submits required paperwork accurately and on time per agency policies.

This description of responsibilities is intended to provide only basic guidelines for meeting each essential function. Additional responsibilities may be added, as appropriate.

**Education:**

High School diploma or equivalent preferred but not required.

**Experience:**

Previous homemaking experience is preferred.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Annual TB Testing and/or screening.

**Skills:**

1. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.
2. Daily bending, twisting, overhead reaching, and push-pull activities; daily lifting requirement of 25 pounds (to pick up groceries, operate vacuum cleaner and move it up and down stairs, etc) for each patient seen.

**Knowledge:**

1. Must have knowledge of practices and procedures of homemaker skills sufficient enough to follow acceptable practices.

**Abilities:**

1. Can read and interpret basic instructions as well as respond to them, verbally and in writing.
2. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
3. Can elicit information from clients.
4. Can plan and implement one's work schedule.

**Equipment:**

1. Equipment to be utilized may include vacuum cleaner and household appliances.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the client and are to be used only as directed on product label.

**Working Conditions:**

1. Work environment is highly variable, as care is performed at private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable; home

- visits are made in most weather conditions.
2. May need to work occasional weekends and holidays.
  3. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## Northwest Colorado Health

### Personal Care Provider

#### **General Statement of Duties:**

Provides homemaking and personal care services to clients in their homes, including housecleaning, meal preparation, laundry, bathing, dietary assistance and meal preparation, and similar tasks.

#### **Supervision Received:**

Works under the general supervision and direction of the Director of Nursing for Home Health and Hospice and/or designated supervisor.

#### **Supervision Exercised:**

None.

#### **Essential Functions:**

1. Accomplishes job duties in a timely, safe, and professional manner. All procedures require the complete knowledge and use of universal precautions. Procedures which may be required of the personal care provider include but are not limited to any combination of the following:
  - Assists with personal care such as bathing, hair care, assistance with dressing, routine skin care.
  - Assist with toileting to include: assisting the client with relation to bowel and bladder; ambulation to and from bathroom; and/or bedpan or urinal routines.
  - Assist with simple ambulation.
  - Prioritizes tasks in order of importance for safety of client.
  - Performs housekeeping tasks as needed for health and comfort in the client's home.
  - Makes beds, changes and launders linens and bed clothing.
  - Prepares meals.
  - Grocery shopping or household shopping related to the health and maintenance of the client.
  - Accompanies patient to physician/clinic via taxi or client's car per program guidelines
  - Vacuums and dusts.
  - Clean bathrooms.
2. Is responsible for client's satisfaction in care received.
  - Meets clients needs, within reason, consistent with the agency policies.
  - Is seen as cooperative and willing to assist client, as measured by client satisfaction surveys.
  - Advises supervisor of requests which cannot be met or of conditions which are unsafe.
  - Promotes positive impression of agency services.

3. Is dependable to client and agency in both providing and documenting services.
  - Provides services when scheduled.
  - Communicates promptly to Agency and client any schedule change.
  - Organizes and implements his/her schedule to meet productivity expectations.
  - Caregiver regularly communicates with supervisor via telephone, or in person regarding caseload status
  - Completes and submits required paperwork accurately and on time per agency policies.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education:**

High School diploma or equivalent preferred but not required.

**Experience:**

Previous Personal Care Provider experience is preferred. Evidence of hours of training as a personal care provider is required. This may be from a hospital, nursing home, or home health facility. Twenty hours of formal training will be waived if the employee has had a job history or job training where personal care skills can be validated by documentation or on-site observation by a clinical supervisor.

**Requirements:**

1. If car is used, must provide proof of adequate insurance coverage totaling at least \$300,000 and valid Colorado driver's license.
2. Annual TB testing and/or screening.

**Skills:**

1. Daily standing, squatting, walking, bending, and maneuvering in private homes which are not barrier-free.
2. Daily bending, twisting, overhead reaching, and push-pull activities; daily lifting requirement of 25 pounds (to pick up groceries, operate vacuum cleaner and move it up and down stairs, etc) for each patient seen.

**Knowledge:**

1. Must have knowledge of practices and procedure of personal care sufficient enough to follow accepted practices.

**Abilities:**

1. Can read and interpret basic instructions as well as respond to them, verbally and in writing.
2. Can respond to a variety of socio-economic and ethnic backgrounds appropriately.
3. Can elicit information from clients.
4. Can plan and implement one's work schedule.

**Equipment:**

1. Equipment to be utilized may include vacuum cleaner and household appliances.
2. Cleaning equipment used, such as commercial cleaning solvents, will be those provided by the client and are to be used only as directed on product label.

**Working Conditions:**

1. Work environment is highly variable, as care is performed in private homes. Lighting, acoustics, air quality, temperature, and environmental hazards are not predictable; home visits are made in most weather conditions.
2. May need to work evenings, weekends, and holidays.
3. This position meets the criteria for Category 2 of OSHA's guidelines for exposure to biohazards.

I, \_\_\_\_\_ acknowledge that on this date, I have received the following job description for my present position.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_