

## **Job Description**

### **Homemaker**

#### **Overall Duties**

The Homemaker is responsible for accomplishing home management duties. Homemakers work independently, going into clients' homes.

Accurate daily recordkeeping is a critical part of the job. Activity logs are due weekly and mileage forms monthly. This person will report directly to the Social Services Manager.

#### **Overall Responsibilities**

1. Routine household duties (cleaning bathrooms, kitchen, vacuuming, keeping pathways clear)
2. Laundry
3. Cleaning refrigerator
4. Shopping assistance
5. Attend 8 hours of annual training
6. Attend staff meetings as required

#### **Qualifications**

The candidate must have skills in reading, recordkeeping, and communication. The candidate must fully understand and support the goals and mission of the agency. Homemakers should be good managers of their time and exercise sound judgement and independent thinking. Experience with the elderly preferred.