

# **Aging Services for Communities (ASC)**

## **HOME MANAGEMENT JOB DESCRIPTION**

**Position Title:** Home Management Worker

### **GENERAL DESCRIPTION**

Primary function is to assist homebound citizens with daily household duties such as shopping, laundry, cleaning and cooking. Reports directly to a designated Supervisor.

### **KEY RESPONSIBILITIES**

1. \*Performs shopping duties for clients and picks up grocery items, medications, etc.
2. \*Performs light housekeeping tasks including dusting, vacuuming, washing windows, mopping floors, cleaning sinks, bathtub/shower, and toilet, changing bed linens, laundering linens and personal clothing, emptying trash, and cleaning closets, cupboards, stove and refrigerator when necessary..
3. Provides emotional companionship to the homebound client.
4. Plans & prepares meals including special diets prescribed by physician. Cleans up Kitchen area and does dishes.
5. \*Keeps records and completes paperwork in the performance of duties.
6. Observes and reports any emotional or physical changes in clients to Supervisor.
7. \*Travels in the performance of daily duties.
8. Performs other duties as assigned.

9. Attend Educational Sessions & Training as required by Supervisor.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Director has the right to change or expand job description as necessary.

On this date I have received a copy of my job description from the Supervisor of Home Management relating to my employment with Aging Services for Communities.

## KEY JOB REQUIREMENTS

*Education & Experience:*

H.S. Diploma or GED required and homemaking experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed below.

*Knowledge Required :*

Knowledge of basic housekeeping standards and techniques.

Knowledge of basic methods of food preparation.

*Skills Required:*

Skills in observing and reporting client conditions.

Skill in operating and using various household equipment.

*Decision Making:*

Basic: Ongoing supervision is provided on an "as needed" basis. Some independent judgment is necessary to select and apply the most appropriate of available procedures.

*Communication with Others:*

Requires regular contact with Supervisor. Communication note in file of client if family or referral source requires it.

Skill in communication, interpersonal skills as applied to interaction with co-workers, supervisor, clients, the general public, etc... sufficient to exchange or convey information and to receive work direction.

*Working Conditions/ Physical Effort:*

Work requires moderate physical exertion and/or physical strain. Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing,