

## Job Description for Homemaker

**Title:** Homemaker (HM)

**Supervisor:** Qualified Professional (Agency Social Worker or Nurse)

**Job Responsibilities:** Providing of the implementation of the service plan that is developed/approved by the County Case Manager to assist a recipient with their homemaking needs, adhering to DHS guidelines as instructed

**Qualifications:**

- Must be at least 16 years of age.
- Must have the ability to commute to the client home.
- Must be able to lift 50 lbs and be able to sustain long periods of bending, stooping, squatting, kneeling, or standing.
- Must be able to pass a criminal background check.
- Must be able to complete initial and ongoing training.

**The Home maker *MUST* do the following:**

- Provide the homemaking duties as instructed by the supervisor.
- Maintain, minimally, every other week contact with the administration of AccuKare, Inc.
- Utilize supplies provided by the client or the agency only for the purpose of performing the job of Homemaker for that client.
- Utilize company standards regarding documentation.
- Only maintain the role of homemaker while being paid as a homemaker.
- Maintain appropriate boundaries with the clients/PCA's by not becoming involved in personal life issues, utilizing the Q.P. for collaboration in this area.
- Must also complete 24 hours of training

**The Homemaker may *NOT* do the following:**

- May not perform any cares not listed in the Service Plan or County Case Manager's assessment or for which the Homemaker has not been trained
- May not bring their children to work.
- May not care for or do homemaking duties for anyone other than the client while claiming time for assisting that client with their homemaking duties.
- May not be responsible for or baby-sit anyone while working for the client as a homemaker.
- May not borrow or lend money or goods.
- May not eat the client's food.
- May not claim time for having performed duties that were not actually performed at the time claimed.
- May not perform any personal cares.

I have received a copy of this job description, understand its contents and will adhere to them.

---

Signature

Title

Date