

KOSCIUSKO HOME CARE & HOSPICE, INC.

JOB DESCRIPTION

JOB TITLE: HOMEMAKER

FLSA STATUS: Non-Exempt

REPORTING RELATIONSHIP: Reports to the Home Health Aide/Homemaker Supervisor

GENERAL SUMMARY:

Performs general custodial and housekeeping tasks. Assists in meeting patient's nutritional needs and helps to maintain a safe and healthy environment for patient.

ESSENTIAL FUNCTIONS:

1. Assists patient with nutritional needs, which may include shopping for groceries, meal planning and preparation.
2. Performs general custodial and housekeeping tasks, including (but not limited to) dusting; vacuuming; making beds; washing dishes; cleaning the kitchen, bathroom or other rooms; taking out the trash.
3. Washes, dries, folds and/or irons laundry.
4. Performs errands as assigned.
5. Provides companionship for the patient through conversation, reading, playing games and/or assisting with crafts/projects.
6. Utilizes Universal/Standard Precautions.
7. Promotes working relationships with staff, volunteers and others involved in direct patient care.
8. Works closely with Supervisor and nursing staff in providing quality patient care.
9. Performs patient reporting responsibilities by completing daily "Flow Sheet" forms and submitting to Coordinator. Reports any unusual or potentially harmful/dangerous conditions to Supervisor and records on patient flow sheet.
10. Maintains good rapport observing strict confidentiality with patient and family, being understanding while promoting goals. Is sensitive to and very aware of special needs to terminally ill/Hospice patients, families and caregivers by maintaining working knowledge of Hospice philosophy, regulations, policies, and procedures.
11. Maintains competency in skills and knowledge, demonstrates ability to perform skills specific to patient population identified in team specific skill list: infant, adolescent, adult, aged.
12. Responsible for knowing the lifting requirements of the job and requesting assistance when appropriate.

NON-ESSENTIAL FUNCTIONS:

1. Accepts other duties as assigned by Supervisor.

JOB QUALIFICATIONS:

Education:

Must be a High School graduate or equivalent, with clear and evident ability to read, write, utilize good conversational skills and follow instructions.

Experience Required:

None required.

Licensure Required:

Must have a valid state driver's license.

Other:

1. Must have good verbal communications skills to interact with patients and verbal/written skills to give simple reports.
2. Must have ability to adapt to different lifestyles within the home, frequent changes in schedule and assignments.
3. Must provide own transportation.
4. Must demonstrate knowledge and skill necessary to provide care appropriate to the age population of the patient described as infant, adolescent, adult, aged.
5. Must be able to lift 35 pounds; assist with 50 pounds.

APPROVALS:

Administrator

Date

Employee Name

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.