



# SHERIDAN COUNTY

PLENTYWOOD, MT

Job  
Description  
Aging Services  
Homemaker

*Sheridan County is an equal opportunity employer. Sheridan County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b> Aging Services Homemaker	<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Department:</b> Senior Citizens	<b>Reports to:</b> Aging Services Coordinator Public Health Director

**Work Unit Overview:** Sheridan County Aging Programs helps promotes the well-being of Sheridan County Senior Citizens through programs that address the needs and concerns of older members of the community.

**Job Summary:** The Homemaker provides housekeeping services in their homes to those 60 years and older at an affordable rate, limited to two hours of service per month per client.

**Essential Functions (Major Duties or Responsibilities):** These duties are the essential functions and are not all-inclusive of all duties that the Homemaker performs.

- Provide "Basic Light" housekeeping. (Dusting, tidying up the home, making beds and changing linens if needed, laundry, mopping and vacuuming the kitchen, bathroom and living room, cleaning the bathroom sinks, toilets, tubs and showers, and washing dishes).
- May also provide basic organizing and sorting of household goods, under direct supervision of the owner
- The homemaker shall not do any heavy housekeeping. (Scrubbing walls, scrubbing cupboards, defrosting freezers, waxing floors, rearranging heavy furniture, draperies or venetian blinds).
- The Homemaker shall not provide personal services for clients, such as running errands, providing transportation, or managing medications.
- The Homemaker shall not clean up after or provide care for pets.
- The Homemaker shall not perform outside chores, such as snow shoveling or yardwork.
- The homemaker will keep documentation of each visit, and turn it in monthly to the Coordinator.
- Attend training sessions as requested by the County, Aging Services Coordinator or the Area I Agency on Aging.
- Perform other duties as assigned.

**Physical Demands and Working Conditions:**

- This is a part-time position with normal working hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, but hours are flexible.
- Must be able to work safely in the homes of clients, using good judgment to avoid hazards.
- Standing for long periods of time. Intermittent periods of sitting and walking. Required to stoop, kneel, or crouch.
- Carry and lift up to 50 pounds.

**Performance Standards:** The following standards shall be maintained.

- The Homemaker will provide excellent customer service to clients, creating and maintaining a warm and positive experience by treating clients with kindness, dignity, and respect.
- Maintain the confidentiality of client information.
- Report complaints made by residents to the Aging Services Coordinator or the County Commissioners.
- Report any suspected abuse, neglect, or exploitation of clients to the Aging Services Coordinator, Public Health staff, or directly to Adult Protective Services.
- Follow established safety procedures and precautions when performing tasks and when using equipment and supplies.
- Ensure that established infection control and universal precautions practices are followed when performing housekeeping procedures.
- Follow cost-control procedures that ensure housekeeping supplies and time are used in an efficient manner to avoid waste.
- The successful candidate must pass a background check.
- The homemaker must have reliable transportation to travel to each recipient’s home. Mileage will be reimbursed at the current rate. County vehicles may be used instead when available.
- The homemaker will turn in required paperwork to the Aging Services Coordinator by the 5th working day of each month.

**Supervision Exercised:**

None.

**Knowledge, Skills, and Abilities:**

- Position requires the ability to work with the Elderly; communicate effectively orally; establish and maintain effective working relationships with employees, supervisors, and the public.
- Must be able to follow written and verbal instructions, take orders and keep accurate records; must be self-motivated, perform duties without supervision, and be able to work alone.

**Education and Experience:**

The above knowledge, skills, and abilities are typically acquired through experience. Graduation from high school is desirable, but not mandatory.