

Ringgold County, Iowa  
Job Description  
Public Health Homemaker

Job Title:	Homemaker	Supervises:	N/A
Department:	Public Health	FLSA Status:	Non-Exempt
Reports to:	Public Health Nurse or Nurse Administrator	Hours:	M-F 8:00 a.m. – 4:30 p.m.

**Summary:**

The Homemaker is a trained paraprofessional who performs home management and personal care services in the home when the client and/or family cannot meet these responsibilities. The Homemaker works under the direction/supervision of a Registered Nurse to provide a supplementary service in carrying out a specific plan of care.

**Essential Job Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

- Assist in home management by performing such duties as light housekeeping, meal planning, purchasing and preparing food, budgeting, laundry, and activities of daily living to hasten convalescence or reduce the length of stay in an institution.
- Occasionally provide personal care services such as bathing, dressing, and assistance with ambulating to ill, disabled, or frail elderly persons, enabling them to remain in their own homes among familiar surroundings.
- Reports any noted concerns or changes in client condition to supervisor.
- Self-scheduling of assigned clients with coordination from office staff, giving options regarding client choices and preferences to the extent possible.
- Documentation of services on written plan of care and, when required, through electronic visit verification.

**Knowledge and Abilities:**

- Knowledge of housekeeping skills such as cooking, laundering, and cleaning necessary to maintain a clean, healthful and pleasant environment.
- Knowledge of home management including household budgeting techniques.
- Knowledge of the basic elements of nutrition and meal planning.
- Knowledge of the principles of client care, especially in respect to bathing and dressing a client.
- Knowledge of the aging process and emotional problems related to illness.
- Ability to demonstrate a caring attitude toward the sick/disabled and provide care with respect for the privacy and dignity of the person(s) being served.
- Ability to thoroughly and accurately complete assigned tasks within the time frame specified in the client’s care plan.
- Ability to understand and carry out instructions, legibly write basic reports, and complete accurate documentation in a timely manner on paper and electronically.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, clients, and other health care team members.
- Strong communication skills including the ability to read and write.

## Job Description: Public Health Home Care Aide

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- Ability to provide service to several clients located in different geographic areas.
- Ability to operate household appliances and assistive equipment.
- Ability to maintain required confidentiality regarding all records, reports and client-related information.
- Ability to demonstrate maturity through a non-judgmental attitude, tolerance for various life styles of people, to make sound judgments, a sense of humor and flexibility in accepting assignments.
- Ability to participate in a minimum of 12 hours of in-service training within a calendar year.

### **Preferred Minimum Qualifications - (Education and Experience):**

- Must be age 18 or older.
- Iowa CNA license

### **Physical Demands:**

- Possess health and strength sufficient to perform assistive personal care and light home management duties utilizing proper body mechanics. Work involves frequent activity: walking, standing, bending, stooping, kneeling and reaching (vertical and horizontal); lifting and moving bedridden clients; lifting and moving non-bedridden clients, (regularly and routinely lift a minimum of 30 pounds) using fingers, hands, feet and torso in providing various services.
- Must follow required Universal Precautions.
- Must be able to enter and function within non-handicapped accessible client homes.

### **Certificates, Licenses, Registrations:**

- Motor vehicle operator's license with minimum insurance coverage specified in policies.
- Current physical exam including TB test at entry and as indicated per agency policy.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nurse Administrator Signature

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Date