



Homemaker 1

Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) is responsible for performing various duties to assist senior and disabled citizens in their homes by providing housecleaning, laundry, shopping, and companionship services. The [Homemaker](https://100hires.com/homemaker-job-description.html) recognizes client needs and refers to community resources or supervisors for gaps.

Responsibilities

Utilizes exceptional customer service skills to develop and maintain client relationships while working in their homes.

Performs a variety of housecleaning duties for clients to include: cleaning the bathroom, kitchen floors, stove, and refrigerator, vacuuming rugs, dusting furniture and appliances, laundry, and changing bed linen.

Shops for groceries for clients as needed.

Performs errands for clients as needed.

Refers clients to other community resources as appropriate.

Shares information with supervisors when issues of service gaps, client safety, or neglect may occur.

Maintains accurate paperwork including [Homemaker](https://100hires.com/homemaker-job-description.html)

Reports, timesheets, and mileage reports.

Attends training to maintain/enhance knowledge and professionalism.

Requirements

Familiarity with the issues and problems related to senior and disabled citizens.

Excellent customer service and organizational skills.

Ability to demonstrate effective customer service and communication skills with all customers including those who may be angry or difficult.

Knowledge of housekeeping procedures

Skill in the use of housekeeping materials and tools.

Ability to work independently and as a team member.

Ability to establish and maintain effective working relationships with superiors, fellow workers, and serviced citizens.

Knowledge of or ability to learn community resources used for referrals.

Ability to practice good attendance habits.

High School Diploma or GED equivalent required.

Experience working with senior citizens and/or disabled citizens is preferred but not required.



This position requires the successful completion of a pre-employment background check and strength and capabilities test.

Must possess or have the ability to obtain, a Class "R" driver's license within two weeks of appointment.

Must have a personal vehicle available for work-related transportation.

Must have a mobile telephone.

Homemaker 2

Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) provides for the maintenance of a safe and clean environment. Performs various housekeeping tasks, meal preparation, and companionship activities for clients in their place of residence.

Responsibilities

Provides companionship for the client.

Performs homemaking activities which include (but are not limited to): vacuuming, dusting, sweeping or mopping floors, doing dishes, changing bed linens, doing laundry, and cleaning bathrooms.

Prepares meals and snacks according to instructions.

Requirements

High school graduate or G.E.D certificate preferred.

Completion of a written Competency Evaluation.

Ability to read, write, speak, and understand English as needed for the job.

Possess a valid driver's license and have the use of an insured automobile or access to adequate transportation for the job.

Homemaker 3

Job summary

We are hiring Homemakers! This is a per diem, flexible, job opportunity. No experience is needed!

The [Homemaker](https://100hires.com/homemaker-job-description.html) helps achieve our mission by providing basic homemaking services and companionship for clients in their homes.

Responsibilities



Dusting, damp/dry mopping, vacuuming, cleaning kitchen appliances, and cleaning bathroom fixtures

Purchasing groceries for the client according to the client's shopping list

Preparing and serving nutritious meals, according to the client's diet, likes and dislikes

Washing, drying and folding laundry

Socializing with clients with the warm, supportive conversation, reading, and playing games (cards, etc.)

Requirements

Graduate of a GED program or high school

Reliable automobile and auto insurance

Valid Driver's license

Ability to meet all Post-Offer Pre-employment requirements (including physical capacity exam, background checks, etc.)

If hired, be available Monday-Friday for the first weeks of employment to complete the required training

Ability to understand and carry out directions and instructions

Ability to work with minimum supervision

Ability to read, write and speak English

This position requires the ability to frequently enter and exit and sit in an automobile for prolonged periods while commuting to work assignments

Intermittent physical activity, including standing, walking, bending, kneeling, stooping, and crouching as well as lifting and supporting patients

Ability to minimally lift up to 50 lbs

Ability to frequently enter and exit and sit in an automobile for prolonged periods while commuting to work assignments

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Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) provides household services related to personal care. These tasks would include things such as preparing meals, preparing beds, and washing clothes. Other related services, such as washing dishes after the meal, sweeping the floor after the meal, or scrubbing the tub after the individual took a bath. Also included in this category would be visiting or interaction, which would take care of the individual's psychological needs.

Responsibilities

Provide companionship for the client including, but not limited to talking and listening, reading aloud, and providing social and emotional support. Promote the client's mental alertness through involvement in activities of interest. Provide emotional support and promote a sense of well-being.



Provide a clean, safe, and healthy environment for clients and family members. Provide [homemaker](https://100hires.com/homemaker-job-description.html) services including laundering client's garments and linens.

May prepare and serve meals as directed. Ensure that dishes are washed and the kitchen is clean after each meal.

Requirements

The work requires light physical exertion on a regular and recurring basis, such as driving, assisting clients in activities, and light housekeeping.

Regularly required to stand sit, walk, talk, and hear.

Occasionally required to reach and lift.

No lifting greater than 25 pounds.

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Job summary

Our Homemakers are a dedicated group of individuals that work hard to ensure our clients can remain as independent as possible in their homes. Our Homemakers focus their time and efforts on providing thorough housekeeping, meal preparation, and laundry services. They also assist with shopping and errands for those clients that request such services. And while all of these are important, what sets us apart is our desire to ensure our Homemakers also develop life-enriching, life-enhancing relationships with our clients. The [Homemaker](https://100hires.com/homemaker-job-description.html) takes the time to truly understand our client's needs; so whether it deep cleaning bathrooms and kitchens, organizing closets and cupboards, sharing family recipes while preparing meals, enjoying the summer breeze while gardening, or simply providing safe transportation to and from appointments, our Homemakers will be there.

Responsibilities

Perform necessary [Homemaker](https://100hires.com/homemaker-job-description.html) services in the patient's home by conducting housekeeping per the directive (bathrooms, kitchen, laundry, vacuuming/washing floors, dusting, etc.).

Provide appropriate companionship and maintains professional boundaries with patients and family members.

Perform errands and transportation needs for patients based on patient needs (clean vehicle; driving safety; being timely; appropriate money handling).

Perform meal preparation per patient standards including safety precautions for food preparation to include food safety (expired food), kitchen safety, and meeting dietary needs/requirements.

Communicate timely with the team when the patient is not at home for a scheduled visit, change in the upcoming schedule, and/or when the need for the assigned length of visit changes, adheres to the assigned schedule.



Requirements

Ability to work independently.

Excellent communication skills.

Current/Valid Drivers License; plus reliable/insured vehicle.

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Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) provides clients with non-medical in-home support and home management services. He or she provides companionship to those individuals requiring socialization and minimum guidance for a safe, protected, clean, and orderly environment.

The ideal candidate for this position has a high school diploma or GED and previous experience is preferred. In addition, he or she has a genuine desire to work with the elderly or disabled, high moral standards of honesty and integrity, reliable transportation, a valid driver's license, a clean driving record, and current automobile insurance. Fluent English speaking and writing skills, empathy and the ability to listen, good time management skills, and professional dress, speech, and behavior are all required for this position.

Responsibilities

Provides general attention to clients' non-medical needs following an established Service Plan

Provides companionship for the client including, but not limited to, talking and listening, reading aloud, and providing social and emotional support

Promotes the client's mental alertness through involvement in activities of interest

Provides emotional support and promotes a sense of well-being

Provides for a clean, safe, and healthy environment for clients and family members and provides light housekeeping tasks including laundering client's garments and linens

May prepare and serve meals as directed and ensures that dishes are washed and the kitchen is clean after each meal

Helps client complete necessary phone calls, letter writing, etc., and accompanies client on walks, community trips, doctor's office visits, bank visits, and other appointments

Reminds client to take self-administered medications

Observe and report any changes in the client's mental, physical, or emotional condition or home situation to the immediate supervisor promptly

Establishes and maintains effective communication and a professional relationship with clients, family members, and co-workers

Participates in in-service and continuing education programs, staff meetings, and client conferences as requested by



immediate supervisor

Completes required documentation of services delivered and submits to the office promptly according to policy

Uses equipment and supplies safely and properly

Maintains confidentiality regarding client information

Other reasonable related duties as assigned

Requirements

High school diploma or GED required

Unrestricted driver's license and clean driving record

Reliable transportation and valid automobile insurance

Able to follow verbal and written instructions and document services provided

Able to function independently in the home setting with minimal direct supervision

Able to fulfill assignments with reliability and punctuality

Able to maintain satisfactory relationships with clients, family, and team members

Must have a seven-year driving history

Willing to drive to private homes in the area to perform the duties of this position

Able to stand, sit, walk, reach, kneel, crouch, and lift to 25 pounds

Able to work days, evenings, weekends, and holidays

Must have access to the internet

Homemaker 7

Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) is responsible for providing household-related tasks and activities under the direction of a field Supervisor. Perform assigned duties and responsibilities, communicate observations verbally and in writing, accept and use supervision, respect privacy and confidentiality, adapt to a variety of situations, and respect and accept different values, nationalities, races, religions, cultures, and standards of living.

Responsibilities

Shopping

Menu planning

Meal preparation

Laundry

Light housekeeping, including but not limited to vacuuming, dusting, wet & dry mopping



Dish washing

Cleaning the kitchen and bathroom

Changing beds

Prescriptions pick-up

Requirements

Required High School Diploma or equivalent.

Completion of [Homemaker](https://100hires.com/homemaker-job-description.html) Orientation training (3hrs) upon hire.

Completion of [Homemaker](https://100hires.com/homemaker-job-description.html) training program = 37 hours with 6 months of employment.

Homemaker 8

Job summary

A [Homemaker](https://100hires.com/homemaker-job-description.html) performs tasks that enable the client to remain in the home by supplementing the client's abilities for home management. Specifically, the [Homemaker](https://100hires.com/homemaker-job-description.html) will not administer medications, take physician's orders or perform procedures requiring the training, knowledge, and skill of a licensed nurse. The [Homemaker](https://100hires.com/homemaker-job-description.html) will not be involved in providing any direct personal or health care to the client unless he/she also meets the specific qualifications of a [paraprofessional](https://100hires.com/paraprofessional-job-description.html) as outlined in the policies and procedures.

Responsibilities

Assists clients in non-personal, non-nursing self-care activities.

Provides homemaking services for the ill, injured, impaired, disabled, or aged.

Observes the client for changes in general physical and mental conditions. Reports any changes noted to the care coordinator or supervisor.

Keeps the home clean and orderly.

Plans meals and purchases food and household supplies, as appropriate.

Prepares and serves nutritious meals according to the client's and caregiver's needs and the client's services delivery plan.

Washes dishes and cleans the kitchen after meals.

Assists the client and [caregiver](https://100hires.com/caregiver-job-description.html) in the practice of safety, hygiene, and good nutrition where possible.



Does client's laundry.

Adheres to the documentation and care procedures and standards of personal and professional conduct.

Requirements

Has had at least one year of successful employment experience as a Homemaker.

Has had work or life experience as a Homemaker.

completes the Homemaker/companion competency evaluation.

Can read and follow written instructions and document services provided.

Has empathy for the needs of the ill, injured, frail and impaired.

Homemaker 9

Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) is responsible for providing personal and household assistance to citizens with general cleaning, preparation of meals, shopping for household goods, paying bills, and writing letters/completing documents.

Responsibilities

Maintains the living quarters in a clean and orderly condition; dust, vacuums, and sweeps floors; washes dishes and cleans kitchen areas and appliances; cleans bathrooms including fixtures and mirrors; changes and launders bed linens.

Sorts and launders clothes or takes to the dry cleaners, as required; folds clean clothes and hangs or places in the proper storage space.

Assists clients by shopping for food and preparing meals for immediate consumption or pre-packaging prepared meals for later use.

May drive a personal or county motor vehicle to the individual work sites; transports clients to appointments and to perform tasks; provides assistance with the completion of forms; calls clients to remind them of appointments; schedules and re-schedules transportation as required; inspects the vehicle and reports service needs.

Maintains accurate records regarding work performed, including monies, spent and mileage driven.

Conducts client assessments before service; develops service plan utilizing established criteria; conducts additional assessments as required.

Requirements

High School diploma/GED; AND one (1) year of volunteer domestic or personal care experience in a setting other than one's household.; OR an equivalent combination of education, training, and experience.

Practices and techniques for maintaining a household.



Business arithmetic.

Basic safety practices related to the work.

Basic personal hygiene techniques.

County geography.

Standard office practices and procedures, including records management.

Communicating effectively in oral and written forms.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

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Job summary

The [Homemaker](https://100hires.com/homemaker-job-description.html) is a [paraprofessional](https://100hires.com/paraprofessional-job-description.html) employee, trained to provide, home maintenance services for clients under the direct supervision of the supervisor. Homemaking services include dietary management, household services essential to the client's health and well-being, and provision of instruction in reporting signs, symptoms, and/or changes in the client's condition. The [Homemaker](https://100hires.com/homemaker-job-description.html) is assigned to a client by the coordinator and is given a written plan of service.

Responsibilities

Shopping with an effort to economize and preparation of nutritious and appetizing meals

Assisting with simple health care routines such as reminders to maintain diet restriction, medication regimen, and recommended exercises and cueing to take meds

Observation, and feedback to the coordinator/ supervisor on the client's behavior, mood

Being supportive and encouraging during periods of loneliness, depression, bereavement, etc.

Providing routine housekeeping tasks, which are required

Caring for clothing, washing, drying, folding, and putting away

Follows the plan of service for housekeeping tasks

Records observations and tasks and signs each entry on the appropriate visit form on each visit

Communicates every week or more often as necessary with the supervisor

Immediately reports emergencies by phone to supervisor or office

Keeps an accurate time and mileage report

Follows assignments and regulations

Requirements



Successful completion of at least 20 hours of generic training to be completed by the end of the 6th month of employment (can be done by shadowing/precepting) or verification of homemaking services provided in the community equivalent to 40 hours

Will have a minimum of one (1) year experience in a working environment

Use of an automobile with possession of liability insurance is desirable.

One year of work experience

Must be able to read, write and follow instructions in English

Must have a criminal background check

Must have current CPR certification