**HOMEMAKER (CAREGIVER)**

**JOB DESCRIPTION AND RESPONSIBILITIES**

 **Job Title: Homemaker/Caregiver**  Supervised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prepared by: HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_/\_\_\_\_/\_\_\_\_\_\_ Approved by: Manager

**Job Summary:**

Provides non-medical in-home support services to the client in Agency’s established Care Program for the comfort, safety, and general supervision of the client as well as home management services with minimum guidance to assure a safe, protected, clean, and orderly environment.

**Qualifications:**

* Homemaker (Caregiver) must undergo a criminal background check prior to being assigned to work with a client
* Homemaker shall have passed tuberculosis test prior to being assigned to work with a client
* Proof of education
* Experience as a homemaker (Caregiver) with first aid knowledge
* Have valid Driver’s License and auto insured
* Must pass with 75% or higher pre-service training in order to be hired
* Must take an annual In-Service training total of 12 hours a year

**Essential Functions**

Responsibilities may include, but not limited to:

1. Must follow Plan of Care
2. Helping to establish household routines
3. Teaching and helping to proper clothing care
4. Performing routine housekeeping, such as making and changing of beds, dusting, washing dishes, vacuuming and keeping the kitchen and bathroom clean, laundering of the client’s garments and linens
5. Assists in preparation of shopping lists, and shopping
6. Planning and preparing meals and special diets where necessary, attempting to conform to family dietary habits, and keeping in mind proper nutrition, and the family’s food allowance encourages the family to correct inadequate or poor dietary practices
7. Giving non-medical personal care as needed, assistance with dressing, washing and bathing, care of teeth or dentures, demonstrates and instructs family members in good hygienic practices
8. Provides companionship for the client including, but not limited to: talking and listening, reading aloud, proving social and emotional support
9. Promotes the client’s mental alertness through involvement in activities of interest
10. Provides emotional support and promotes a sense of well-being
11. Accompany client to the doctor’s office and other places as necessary to conduct personal business, may be required by the provider to use own car, to provide transportation as necessary
12. Must accept responsibility for learning and adhering to Agency’s policies and procedures, be able to function in the home setting with minimal direct supervision and maintain satisfactory relationships with administrative staff, customers, and family members
13. Must be able to follow verbal and written instructions and document services provided
14. Must observe and report any changes in client’s condition to the supervisor
15. Must be genuinely concerned about helping people and have high moral standards of honesty and integrity
16. Homemaker (Caregiver) must fill out Timesheet Form after every service, where not only times of services recorded, but also tasks performed listed and verified by a client with a client’s (or authorized representative) signature. In addition, two-way receipt should be completed to report all money transactions between homemaker and customer in case of shopping.
17. Paper Timesheets have to be filled out along with calls into Electronic Visit Verification (EVV) system, Welsky Personal Care (ClearCare). Time In and Time Out filled out in the timesheets must match the Welsky Personal Care (ClearCare) Time In and Time Out.

*\*\* Homemaker hourly rate shall be at the rate specified in the INFINITE HEART., Inc. Charges Policy or at Agreement signed by INFINITE HEART., Inc. Agency and employee.*

 *\*\*\* Home Care Aide paycheck will be based on the hours shown in the EVV system. If time sheet is not matching EVV calls, Supervisor may contact the Homemaker (Caregiver) to verify worked hours. In order to receive paycheck on time, time sheet must match EVV calls and be submitted on time.*

**The services are prohibited for INFINITE HEART, Inc. Agency’s homemaker:**

1. Provide skilled personal care services
2. Supervise, perform, provide, or advice with medications
3. Become or act as Power of Attorney
4. Be involved in any financial transactions of the client
5. Client transfers that require significant lifting, use of a lift device; or lifting wheelchairs into vehicle unless an exception is made by a supervisor
6. Perform home maintenance or repair activities such as cleaning gutters, gardening, auto cleaning or maintenance
7. Climb on ladders or chairs, move heavy furniture, or clean carpets
8. Sign any legal papers, receive process or appear in court on behalf of the client
9. Perform any of the personal services for the family member of the served Client, including, but not limited to care of minor children, family member’s room cleaning, providing transportation and/or any other chores requested by the family member
10. Purchase alcoholic beverages for a client or a family member
11. Any other action specifically prohibited by agency policy or other State Laws.

**Signatures**

***This job description has been approved by all levels of management:***

***HR/Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.***

***Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***