

TO: Homemaker Program Job Applicants
FROM: Homemaker Program
RE: Pre-training for the Community Care Program

Before the pre-service training, we will need copies of the following:

- Driver's license
- Car insurance card
- Social Security Card
- Education (high school diploma or transcript, GED certificate, etc.)

We provide sixteen (16) hours of pre-service training. You will be reimbursed after completion of this training.

However, employment is not assured until you have successfully completed the course to the satisfaction of supervisory staff.

POSITION DESCRIPTION

Title: Homemaker
Reports to: Homemaker Case Supervisor
Responsibilities: Performs Homemaking duties as assigned

Duties:

1. Must attend initial homemaker training course and other inservice training and staff conferences as required.
2. Must be able to follow a clients written plan of care.
3. Able to carry-out duties as assigned by the supervisor.
4. Observe the client's functioning and report to the supervisor.
5. Provide necessary receipts and documentation in the conduct of essential shopping/errands.
6. Maintain records of daily activities, observation and direct hours of service.

Qualifications:

1. Good physical health and a physical examination within (6) months prior to assignment on the job.
2. High School diploma or general education diploma or;
3. One year of documented prior supervised homemaker direct service work experience in the CCP or a comparable human service program or;
4. Demonstrate continued progress towards meeting the educational requirement of GED by current registration and evidence of successful completion of course work;
5. Basic knowledge of home management skills;
6. Must have ability to work independently;
7. Must have own automobile with current insurance documentation.
8. Must have own telephone.

Signature

Date

