

## HOMEMAKER

NATURE OF WORK IN THIS CLASS:

This is sub-professional social service work involved in providing domestic, social and health care services to clients under Public Health and Social Services Program.

Employees in this class perform the full range of sub-professional duties under general supervision.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Participates in supportive or personal care services to clients, persons, or household member such as assisting clients in personal hygiene, dress and appearance; walking to the restroom or other ambulatory activities.

Assists client in performing prescribed exercises such as, walking, handling or lifting up objects, and other aspects of daily living such as eating, preparation of diets, and ingestion of prescribed oral medicines.

Monitors student client's activity at school and informs primary social worker of status of client's specific areas of need.

Assists client shop for groceries; prepares simple meals and performs simple household tasks.

Provides detailed explanations to clients regarding the applications and procedural aspects of obtaining available services.

Performs routine clerical tasks and maintains records.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply the practices and techniques of meal planning and family living.

Ability to maintain an understanding attitude in meeting client's situations and problems in the home.

Ability to acquire sufficient knowledge of available agency and community service programs to make appropriate effective referrals.

Ability to train clients in activities of daily living such as bathing, dressing, eating and personal hygiene.

Ability to deal effectively with a variety of circumstances and home conditions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare routine reports.

Skill in the safe operation of a motor vehicle.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in public contact work; or

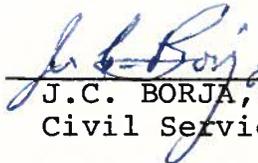
(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

Established: March, 1983

Pay Range: 15

  
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J.C. BORJA, Executive Director  
Civil Service Commission