HOMEMAKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work in performing homemaking services, which can include children care. This work is necessary where a household is in need of this type of service because of absent parents, illness, and/or an infirmity depriving householders the means in providing for their needs. The work is generally assigned by a superior employee who provides general direction and, if needed, immediate supervision for work assignments. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Cares for children including supervising their diet, health, deportment and recreation;
-Takes care of family clothing including laundering, ironing and occasionally repairing/sewing clothing;
-Plans and prepares meals for the family, and may do marketing;
-Cleans, dusts, washes dishes and performs a variety of other housekeeping tasks to keep the home in a sanitary and livable condition;
-Advise mothers in household management and in baby care;
-May care for elderly people or disabled, handicapped, ill or convalescent persons (except nursing care);
-When assigned, may provide transportation services and assistance to clients in grocery shopping, doctor visits, dentists and opticians, and in other needy situations;
-Reports unusual situations or conditions requiring special attention to Caseworkers and other interested and involved social service employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS

Working knowledge of the geography of the county and the locations of various public and private agencies, shopping centers and health facilities; ability to understand and carry out written and oral instructions; ability to perform housekeeping activities; ability to care for children; ability to get along well with others; initiative and resourcefulness; industry and dependability; discretion, tact and good judgment; good moral character; neat appearance; emotional stability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either –

(A) Graduation from high school or the possession of a high school equivalency diploma and two years of experience in homemaking activities including children care;

OR

(B) Six years of homemaking activities including children care;

OR

(C) An equivalent combination of training and experience within the limits of (A) & (B).

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.