



Home and Community-Based Assistant Home Maker Job Description

Home and Community-Based Assistance (Homemaker)

Reports To: Manager/Back Up Manager

Purpose

To provide housekeeping tasks to keep the client's home environment clean and safe

Minimum Requirements

1. Must have a high school diploma or GED and be 18 years old
2. Must have a valid driver's license and car insurance
3. Must have valid transportation
4. Must be able to pass a criminal background check
5. Must have a negative PPD/chest x-ray annually.
6. Must be certified in CPR.
7. Demonstrate dependability, tact, patience, and the ability to follow instructions.
8. Demonstrate good interpersonal communication skills.
9. Have experience in cooking, cleaning, laundry, and shopping.

Major Job Duties

Attending to the client's requests promptly.

Provides companionship, socialization, and housekeeping services.

Assists with meal planning, purchase of food, and food preparation.

Assists clients to live in clean, safe environment:

- a. Cleans bathrooms and kitchen, including stove and refrigerator.
- b. Personal errands, per client and Agency request.
- c. Laundry.
- d. Vacuuming and dusting.

e. Scrub floors.

f. Changing bed linens.

Knows and follows infection control policies including proper hand washing techniques.

Maintains appropriate communication with the office (written and verbal)

Documents service(s) provided and pertinent observations accurately as directed by the manager/supervisor

Treats clients and families with respect.

Maintains confidentiality.

Accepts and fulfills assignments with the Agency. Exercises judgment in accepting assignments.

Unallowable Activities for Home and Community-Based Assistance

1. Medical Procedures:

- Administering medications (injections, IVs, etc.).
- Performing any invasive procedures (e.g., catheterization, wound care requiring sterile technique).
- Providing physical therapy or other specialized therapies without proper certification.

2. Clinical Judgement:

- Making clinical decisions or diagnoses.
- Changing prescribed medical treatments or care plans.

3. High-Level Household Maintenance:

- Performing heavy-duty cleaning tasks such as carpet cleaning or exterior window washing.
- Undertaking major home repairs or yard work that requires specialized skills or equipment.

4. Financial Transactions:

- Handling or managing the client's finances, including paying bills or accessing bank accounts.
- Making significant purchases on behalf of the client without authorization.

5. Personal Relationships:

- Engaging in personal relationships with clients that could lead to conflicts of interest.
- Accepting gifts or money from clients beyond a nominal value as per agency policy.

6. Driving:

- Driving the client's vehicle without proper authorization and insurance coverage.
 - Providing transportation services that are not covered under the agency's policy.
7. **Unsupervised Activities:**
- Leaving the client unattended if they require supervision.
 - Allowing unauthorized individuals to provide care or assistance.
8. **Non-Essential Services:**
- Providing services or activities that are not directly related to the client's care plan.
 - Engaging in activities that fall outside the scope of the HCBA provider's training and certification.

Allowable Activities for Home and Community-Based Assistance

1. **Personal Care**
- Assisting with bathing, grooming, and personal hygiene
 - Providing support with dressing and undressing
 - Assisting with toileting and incontinence care
 - Helping with mobility and transfers (e.g., from bed to wheelchair)
2. **Health-Related Tasks**
- Assisting with medication reminders.
3. **Household Management**
- Performing light housekeeping tasks (e.g., sweeping, vacuuming, dusting)
 - Preparing and serving meals according to dietary needs and preferences
 - Assisting with laundry and changing bed linens
 - Washing dishes and maintaining a clean kitchen environment
4. **Companionship and Social Interaction**
- Providing companionship and engaging in meaningful conversations
 - Assisting with hobbies, recreational activities, and social events
 - Encouraging and facilitating participation in community activities
5. **Transportation Assistance**
- Providing transportation to medical appointments, grocery stores, and other errands
 - Accompanying clients on outings and community events
6. **Safety and Supervision**
- Ensuring a safe living environment by identifying and addressing hazards
 - Supervising clients to prevent falls and injuries

7. Support with Daily Living Activities

- Helping with meal planning and grocery shopping
- Supporting clients in organizing and maintaining their living space

8. Documentation and Reporting

- Keeping accurate records of care and services provided
- Reporting any changes in the client's condition or circumstances to the supervisor
- Documenting incidents, unusual occurrences, and client progress

The manager will review the job description at least annually and revise it as needed.