

**FIVCO ADD**

**POSITION:** Homemaker Aide  
**DIVISION:** Aging and Disabilities  
**SUPERVISOR:** Homecare Scheduler

**SALARY RANGE:** \$8.75-9.25/HR  
**STATUS:** Full-time with benefits  
**SUPERVISES:** No one

**CLASS CHARACTERISTICS:** Will travel throughout the FIVCO region providing in-home services to clients 60 years of age or older. Will perform homemaking services, personal care and other duties are ordered by case managers.

**GENERAL DUTIES:** Perform in-home services for clients by following the care plans developed by the case managers. Services include:

- Homemaking: shopping, meal preparation, cleaning, laundry
- Personal care: assisting the client with routine bathing, feeding, hair care, assistance with toileting and/or dressing
- Other duties are assigned

**QUALIFICATIONS:** Must complete a minimum of eight hours training plus an additional four hours working with an experience homemaker aide. High school diploma preferred.

**KNOWLEDGE AND SKILLS:**

- \*Must be able to deal effectively with senior citizens
- \*Must have dependable transportation, a valid Kentucky driver's license and insurance
- \*Must be capable of following instructions and completing forms
- \*Must be physically able to perform the job.

**REQUIREMENTS:**

- \*Must agree to a criminal records check, TB screening and drug test prior to hire
- \*Shall report to work at assigned day and hour
- \*Shall be clean, neat and dress appropriately
- \*Shall be courteous to clients, their families, and fellow employees
- \*Shall observe confidentiality regarding clients and services
- \*Shall report all emergencies immediately
- \*Shall complete all paperwork in an accurate and timely manner
- \*Shall attend all trainings as required
- \*Shall report to central office of any changes in work schedule
- \*Shall perform other duties as assigned

FIVCO Add reserves the right to revise and alter this job description as needed.

**EMPLOYEE STATEMENT:** I have read this job description and a copy has been provided to me. My signature below certifies that I am able to perform the essential functions of this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_