

At Home Care Group

HOUSEKEEPER – JOB DESCRIPTION

EMPLOYMENT CLASSIFICATION: On-call, Hourly, Non-Exempt

MAIN OBJECTIVE:

The primary purpose of the position is to provide high quality housekeeping services in accordance with established policies and procedures, and as may be directed by the Home Care Director or their designee.

Reports directly to the Home Care Director of At Home Care Group.

DUTIES AND RESPONSIBILITIES:

1. Ensure the provision of safe and appropriate services in accordance with the Service Plan for each client.
2. Maintain standards of cleanliness and consistency in the way in which areas are cleaned.
3. Provide housekeeping services which may include; emptying garbage's, bed-making, laundry, cleaning bathrooms and kitchen, vacuuming, mopping, dusting, cleaning fixtures, scrubbing stains and spills, cleaning windows as indicated.
4. Visit and interact with clients.
5. Demonstrate courteous, respectful, friendly and professional attitude toward the clients, families, visitors and co-workers. Coordinate with family, clients, and other professionals as needed to encourage good relations and quality service.
6. Follow current policies and procedures of the agency, including but not limited to the Oregon Administrative Rules and ensure that client care practices are consistent with the agency's written policies and procedures.
7. Ensure that you are not providing client care or services that you, or the agency, is not qualified or trained to provide.
8. Ensure timely reporting of complaints, grievances, accidents, incidents, involving individuals providing services for the agency.
9. Attend appropriate orientation and ongoing in-service training.
10. Other related duties as may become necessary or as directed by the Home Care Director or their designee.

POSITION SPECIFICATIONS:

1. Must be at least 18 years of age.
2. Must meet all state licensing requirements: criminal background check, TB test, etc. Must comply with all employment requirements as described in the Employee Handbook.
3. Must function independently, have flexibility, personal integrity and the ability to work effectively with clients, their families and staff members.
4. Must possess sufficient communication and language skills to enable them to perform their duties and interact effectively with clients and other agency staff.
5. Must be able and willing to follow all company policies and procedures.
6. Must possess the ability to make independent decisions when circumstances warrant such actions.

If you are in need of clarification on any items outlined in this job description bring them to the attention of your supervisor. Your signature below indicates that you have received a copy of this job description and that you understand and are willing to perform the duties outlined in it. I understand that employment with this company is at will and may be terminated by me or the company at any time with or without cause.

Signature of Employee

Date

Signature of Director

Date