**Venture Productions Inc.**

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| **JOB TITLE: Homemaker Personal Care (HPC)** |

**NORMAL WORKING HOURS:** Part Time Evenings and Weekends

**REPORTS TO:** Program Manager

**Summary:**

The Homemaker Personal Care Staff is responsible for providing homemaking services, as well as spending time with individuals in their homes. Staff also will take individuals to community events of their choosing. These Medicaid reimbursed services are necessary for the health and welfare of the individual, which enables them to live in the community.

These services will help the individual meet daily living needs; provide respite time, and transportations services in and around the community. These tasks are directed at increasing the independence of the individual within their home or community. The intent of our organizational services is to develop independence and to increase the integration into the community.

**ESSENTIAL JOB DUTIES:**

* Maintains the home in an optimum state of cleanliness and safety, depending upon the client’s and caregiver’s resources.
* Provides hand-on personal care to include but not limited to bathing, brushing teeth and hair, assisting with makeup, incontinence care, etc.
* Performs the functions generally undertaken by the customary homemaker, including but not limited to meal preparation, laundry, shopping, etc.
* Teaches skills of independence including but not limited to personal care, budgeting, money management, etc.
* Identifies, explores, and develops interest in the community. Encourages and supports social progression to participate in areas of interest within the community.
* Supports individual’s engagement in the community through teaching, skill coaching, and modeling of appropriate interactions, citizenship, and positive interactions with others.
* Ensures health and safety at all times. Follows all organizational policies and procedures.
* Attends and participates in team meetings as required, providing feedback on individual’s outcomes, homecare services, issues or concerns, etc.
* Works evenings, weekends, and holidays at various locations as needed.
* Completes and maintains necessary documentation, assessments, and evaluations related to homecare services. Documentation must be completed within 24 hours of service. Report all incidents, concerns, or changes in the individual’s health or behavior to the CEO immediately.
* Maintains a professional appearance and positive demeanor as a community contact and organizational representative.
* Demonstrates proficient written and verbal skills for effective communication.
* Completes additional tasks and responsibilities as needed or assigned.

**QUALIFICATIONS / REQUIREMENTS:**

* Must have a high school diploma or GED.
* Must be able to pass required background screenings.
* Must have reliable transportation, a valid driver’s license, acceptable driving record, and automobile insurance.
* Must be capable of understanding directions and have the ability to read and use maps
* Ability to organize and prioritize position responsibilities and maintain accurate records.
* Ability to establish positive relationships with peers and in the community.
* Ability to work independently on-site and in the community.
* Willingness to travel to assigned locations and throughout the community.
* Must be friendly, personable, caring, and creative.
* Must be proficient with computers.
* Must be able to maintain confidential information.

**EDUCATION/TRAINING/EXPERIENCE:**

1. High School Diploma or GED Equivalent.
2. 21 years of age
3. Must be able to meet training requirements set by VPI.

**POST HIRE REQUIRED TRAINING, CERTIFICATIONS, REGISTRATION, AND LICENSURE:**

1. First Aid/CPR

2. Specific job duties

3. Maintain Valid Driver’s License

**RELATED FUNCTIONS, DUTIES & RESPONSIBILITIES:**

1. Performs other duties as assigned by the CEO
2. Maintains confidentiality.
3. Demonstrates and maintains regular and reliable attendance.
4. Provides accurate and timely records as required by the position.
5. Serves on various committees as appropriate.
6. Attends meetings as required.
7. Promotes interpersonal sensitivity (objective awareness to others, tactful interaction)

Note: People in this position may be exposed to contagious diseases or potentially harmful situations.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee is required to follow the instructions and perform the duties required by the supervisor or designee appropriate to this position description.

My signature below signifies that I have reviewed the position description and that I am aware of the general requirements of my position.

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Employee Signature /DATE

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CEO /DATE

DISTRIBUTION:

ORIGINAL IN PERSONNEL FILE,

C: ASSOCIATE, SUPERVISOR.

Date