



Cherish

2506 E. Beltline Hibbing, MN 55746 (218) 263-9000 www.cherished1.co

Cherish Homemaker Staff Job Description

NATURE OF WORK

Provision of services ranging from light household cleaning to household cleaning with incidental assistance with home management and/or activities of daily living. Homemaker services are delivered when the participant is unable to manage the general cleaning and household activities, or the primary caregiver who is regularly responsible for these activities is unable to manage the household activities or is temporarily absent. Homemakers monitor the person's well-being while in the home, including home safety.

Homemaker cleaning services includes light housekeeping tasks. Homemaker cleaning providers deliver home cleaning and laundry services.

Some program participants have TF modifiers and receive assistance with home management activities may include assistance with the following: meal preparation, shopping for food, clothing and supplies, simple household repairs, and arranging for transportation.

Some program participants have TG modifiers and receive incidental assistance with activities of daily living which can include safe bath assist, assistance with grooming, dressing and eating. These Cherish homemaking services are provided to people who can do much of the activity and need reminders and slight assistance from support staff. Staff must inform their supervisor if the program participant requires a higher level of service than minimal homemaker assistance.

All services that staff may provide are identified in the CSSP or the CSSP addendum.

This position requires competency in the provision of direct support service through skills and knowledge training, experience and education relevant to the disability of the person(s) being served and to meet the needs and additional requirements as written in the CSSP and CSSP addendum, Individual Care Plan or when otherwise required by the case manager or the federal waiver plan. Positions in this job classification exercise considerable independence and report to and receive direction from their designated supervisor. This position is based in the consumer's home and the employee will be compensated for actual documented work completed for Cherish in accordance with the stipulations herein.

Minimum qualifications: to be able to implement the responsibilities assigned Cherish in each person's service plan. Competent through training, experience, and education to meet the person's needs and additional requirements as written in the service plan, or when otherwise required by the

case manager or the federal waiver plan. Experience working with disability issues and the disabled population.

Knowledge, Abilities, and Skills

Good problem solving skills; Knowledge of human disabilities and their characteristics; Knowledge of person centered planning philosophy; Ability to work with diverse populations of people with disabilities in a professional manner; Ability to communicate effectively both orally and in writing; Demonstrate ability to use sound judgment in carrying out oral and written instructions; Ability to establish and maintain effective working relationships with consumers, family members and co-workers.

In compliance with the American with Disability Act the following represents the Physical Environmental Demands.

In all cases, reasonable accommodations will be considered upon request.

This position requires the majority of the work day spent sitting, standing and walking.

Weights of objects to be lifted, carried, pushed, or pulled rarely exceed 24 lbs. Simultaneous use of the hands, wrists, and fingers is sometimes required.

Movements such as climbing, stooping, crouching, twisting, bending, reaching, handling, fingering and feeling are sometimes required.

Audio, visual, and verbal functions are vital aspects to performing this position.

The majority of the work day is spent in the community and may require exposure to outdoor elements including dust, fumes, noise, and glare.

Transportation

TO TRANSPORT A PROGRAM PARTICIPANT STAFF MUST BE FORMALLY AUTHORIZED by Cherish. **This staff person must provide proof of valid driver's license and automobile insurance.** The staff automobile insurance is primary; however Cherish does carry additional insurance.

This position is subject to all requirements as referenced in the Cherish personnel policies and Minnesota Statutes Chapter 245D. Home and Community-based Services Standards.

This Information Is Available in Alternate Formats Upon Request. All policies may be found at www.cherished1.co, and in the Cherish office during business hours. Copies of Cherish Policy are available in accordance to Cherish Policy on "Availability of Written Policy and Procedure".

This hourly, part time position will be paid the rate established in the Cherish pay schedule. Hours will not exceed hours allotted in the CSSP without supervisory permission given prior to working the hours. Time cards and accompanying documentation will be submitted to the supervisor in accordance with the Cherish pay schedule.

This position offers optimal schedule flexibility allowing the staff person to accommodate the consumer's schedule.

Before they work: staff is required to understand all of written and published policies of Cherish, receive orientation to the position and the individual needs of consumer(s) that they will serve. Staff is required to understand the duties of this position, meet the position requirements, and be fully capable of following the consumer's Consumer Services and Support Plan, Individualized Care Plan if applicable, and all Cherish policy and procedure.