

CATHOLIC CHARITIES

**SELF-DIRECTED
HOME CARE SERVICES**

Develop a Job Description that Meets Your Needs



888-477-2263

When defining the job, think about what you want your Home Helper to do.

Make sure you include at least the following:

- A detailed list of duties to be carried out
- A statement of how much you are going to pay per hour and whether you are going to pay mileage reimbursement
- Days/Hours of work
- Physical demands of the job
- Discuss challenges you may present for the Home Helper - for example, how much assistance will you need?

Topics to discuss with your Home Helper:

- Whether or not they will be transporting you
- Do you smoke in your home? Is it OK for the Home Helper to smoke around you or your home?
- If the worker has young children, is it OK for her to bring them along on the job?
- Are pets a concern?

It is also helpful to define the experience and personal qualifications of the person. For example:

- Experience with housekeeping
- On-time and dependable
- Hard-working

Defining the job before looking for a Home Helper will help you in your selection process. You will also be prepared to hire the “right” person(s) when you find them. (There is no limit to the number of Home Helpers you may hire or employ.)

The Do’s and Don’ts for a Home Helper

Home Helper can:

- Carryout your routine housekeeping
- Make the bed/changing linens
- Do laundry: in home or out of home
- Grocery shop and run other essential errands, such as transportation to medical appointments, banking and picking up prescriptions
- Planning and preparation of meals
- Other: _____

Your Home Helper cannot:

- Clean in areas that you do not use
- Do laundry or changing bedding for other people
- Take care of pets
- Take care of your lawn
- Household maintenance

HOME HELPER SAMPLE JOB DESCRIPTION

Title: Independent Services Worker

Definition: A trained, supervised paraprofessional who provides in-home services designed to assist individuals to remain independent in their own homes. Works with a variety of clients, including seniors, adults with disabilities, as well as clients of DHHS Adult Protective Services. The work is done in consumers' residences and involves travel.

Educational Qualifications: A high school diploma or GED certificate is preferred. Basic computer skills and the ability to print neatly are required.

Experience Qualifications: There are no formal experience requirements. Preference will be given to those with experience serving seniors and persons with disabilities, as well as experience in housekeeping and home management.

Personal Qualifications: Shall be non-judgmental, compassionate, flexible and dependable. Must be able to protect client information and maintain professional boundaries. Must have an active e-mail address and be able to perform on-line reporting of time worked. Must have transportation, a valid driver's license and a clean driving record.

Physical Requirements: Home Helpers are expected to perform the following:

- Meet clients at their homes
- Enter and exit a vehicle numerous times a day
- Walk from vehicle to the home or apartment, and upstairs. Navigate stairs with snow or ice. Walk with consumer to appointments, through grocery stores, pharmacies, department stores, and on daily life tasks
- Help consumer into and out of vehicle
- Take public transportation (buses) with consumer
- Lift, carry, push or pull up to 20 lbs.
- Perform house cleaning such as: washing floors, vacuuming, dusting, cleaning kitchen and bathrooms
- Perform home management tasks such as: washing dishes, changing bedding, and laundry
- Perform meal planning/preparation tasks including grocery shopping and carrying groceries into client's home

General Expectations:

- Be committed to the mission of the agency
- Maintain professional boundaries
- Operate with integrity, protecting consumer's private information and property
- Work in harmonious relationship with all agency staff and community
- Accept shared responsibilities and authority to successfully accomplish the goals of ISS
- Perform duties in a conscientious, cooperative manner
- Perform required amount of work in a timely fashion with a minimum of errors
- Be punctual and use time off appropriately
- To follow Catholic Charities USA's Code of Ethics, and, to follow applicable professional codes of ethics. To comply fully with all relevant licensing, certification, accreditation and legal standards as required by the agency, contracts, Medicare, Medicaid (MaineCare), HIPAA, and other applicable federal, state, and local laws and regulations

Primary Responsibilities:

- House cleaning and home management tasks, including assistance with laundry, meal planning and/or preparation
- Provide transportation in homemaker's vehicle on errands, such as: grocery shopping, picking up medications, banking and medical appointments
- Incidental personal care
- Implement client plan and recommend appropriate changes to supervisor
- Observe and report significant changes in consumer's status in a timely manner
- Accurate and on-time submission of service delivery documentation
- Maintain a valid driver's license and a vehicle that is insured and inspected
- Performs work with safety items that are issued and ergonomically correct

General Expectations:

Job Duties:

Personal Qualifications:

Experience Needed:

Special Requirements of the Job:

Work Schedule:

Pay:

Other important information:



888-477-2263