

HOMEMAKER AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work entails providing PCA (Personal Care Aide) Level I services to residents of Ulster County who are clients of Office for the Aging (OFA). Incumbents perform personal care and other related supportive services for clients in accordance with each client's care plan as determined by OFA case management and as agreed to by the client. The work is performed according to general instructions and under general supervision of a higher level employee. Supervision is not a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Makes beds and changes bedding as needed;

Dusts, vacuums, mops, and is responsible for light cleaning of the kitchen, living room, bedroom and bathroom used by client;

Washes dishes;

Makes lists of supplies needed by the client;

Shops for the client, if needed;

Launders, irons and mends client's clothing, if needed;

Prepares meals and/or snacks, including simple modified diets as set forth in the client's care plan by the County's case manager;

Provides verbal guidance to the client for bill paying;

Runs essential errands, such as picking up items required by the client from pharmacies and/or convenient stores;

Drives and accompanies client to appointments, pharmacy, grocery store etc. as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to understand and carry out oral and written instructions; ability to perform various homemaking tasks; ability to establish and maintain satisfactory relationships with clients; ability to accept and utilize guidance; emotional and mental maturity; resourcefulness; dependability; tact and patience.

MINIMUM QUALIFICATIONS: None.

Special Requirement: At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

Homemaker Aide

ULSTER COUNTY
3545 HMEMKR AID
Classification: Non-Competitive
Grade: 4
Union: CSEA

Adopted: December 16, 2019