**NATIVE VILLAGE OF BARROW**

**JOB DESCRIPTION**

JOB TITLE: Home Maker Job No.

DEPARTMENT: Social Services Dept. Work Schedule: Full Time

REPORTS TO: Senior Homemaker Supervisory: Non-Supervisory

FLSA CLASSIFICATION: Non-Exempt

Safety Sensitive: No Open Date:

Federal Testing: No Closing Date: Until Filled

WORKERS COMPENSATION CLASS CODE: 8835 Pay Rate: DOE

**SUMMARY OR PURPOSE**This job is to relieve the actual caregivers of the elders at their home. There are specific requirements and responsibilities of a caregiver position as outlined below.

**DUTIES OF THE POSITION**

A Home Maker is a person who helps elders and people with disabilities who have chronic, stable medical conditions that limit their ability to live independently.

Homemaker works directly with Senior Homemaker as to scheduling of provided care at the home of the client as time permits to assist in making decisions to better the homemaker’s daily activities and reporting activities on daily basis. Ensures quality and safe delivery of homemaker services.

**a. House cleaning**

1. Dusting and straightening furniture.

2. Cleaning floors and rugs by wet\dry mop, vacuum, and \ or sweeping.

3. Cleaning the kitchen, including washing dishes, pots, and pans.

4. Cleaning counter tops, tables and stovetops.

5. Cleaning the bathroom, including tub, sink, shower, toilet bowl, and emptying and cleaning of the commode chair\urinal.

6. Removing trash from the home.

**b. Errands**

1. Purchase errands: including groceries, household items, prescriptions, personal care needs

2. Checking the post office boxes as requested by client(s)

**KNOWLEDGE, SKILLS AND ABILITIES**

High school graduate or completed a G.E.D. or has a minimum of 2 years life work experience.

Good verbal communication skills with clients. CPR & First Aid

**QUALIFICATIONS**.

* High School diploma or equivalent life experience
* Must pass an extensive background check
* Inupiaq speaking preferred.

As a federally recognized sovereign Tribe and contractor under P.L. 93-638, Native Village of Barrow gives preference for training and employment to qualified candidates who are Alaskan Natives and/or American Indian.

**native village of barrow is an alcohol and drug free workplace.**

The Job Description reflects Native Village of Barrow’s best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract. Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Printed Name Employee Signature Date