

Jurisdictional Class: Competitive; Non-Competitive in County
Adopted: March 3, 1989
Revised: May 19, 2010

HOMEMAKER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class performs ordinary housekeeping and child care duties where parents are absent or unable to carry out their usual responsibilities or where there are sick, disabled or aged persons. Assignments are received from and the work is performed under the supervision of a professional caseworker. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cares for children, including supervision of their diet, health, deportment, and recreation;
Takes care of family clothing;
Plans and prepares meals and may do marketing for families;
Cleans, dusts, washes dishes, and performs a variety of other housekeeping tasks to keep homes sanitary and livable;
Advises parents in household management;
May provide non-nursing care for elderly people or disabled, handicapped, ill, or convalescent persons;
Documents case records;
May testify in Family Court as to services provided.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Ability to understand and carry out written and oral instructions;
Ability to maintain clear and concise written case records;
Ability to perform housekeeping activities;
Ability to care for children;
Ability to get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as a homemaker, including the planning and preparation of meals and caring for children, or in care of the elderly; or
- (b) Eight (8) years of experience as homemaker as defined above or in the care of the elderly; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.