

Department: Social Services
Classification: Non-Competitive
Grade: 6

SPEC DISK E2
DOCUMENT 45

HOMEMAKER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting and educating families in the fundamentals of household management and child rearing. They must participate in periodic in-service training sessions. Operation of a light motor vehicle in transporting Social Services recipients to and from appointments in connection with Social Services activities. The incumbent does related work as required. The work is performed under the general supervision of the professional casework staff.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Educates and assists in menu planning, meal preparation and marketing for food and household supplies;
Educates clients about purchasing and caring for clothing;
Educates and assists families in developing and living within a budget;
Educates families on how to maintain the home in a sanitary, organized and safe condition;
Educates and role models for families regarding age appropriate childcare practices;
Operates a light motor vehicle to transport Social Services clients to various appointments;
Inputs progress notes into case records;
Educate families how to initiate and use the resources available to them.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of age-appropriate childcare and home management, ability to model and educate others in home management and age-appropriate childcare, ability to understand oral and written instructions, ability to get along well with others and work with people from different social economic backgrounds, ability to demonstrate dependability, initiative and resourcefulness, ability to familiarize self with available resources, must have basic computer skills.

MINIMUM QUALIFICATIONS:

Four years experience in home management and child care.

SPECIAL QUALIFICATIONS:

Candidates must have a valid New York State driver's license.

Amended: 9/24/92
Revised: 5/21/2018
Revised: 7/25/2018