

HOMEMAKER3201DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs normal household duties in homes where illness, absence or incapacity of the parent interrupts household operations. The incumbent is responsible for teaching homemaking skills to families receiving Child Protective, Preventive and Foster Care Services, and may be responsible for assisting elderly adults receiving Adult Protective Services. Work is performed with a minimum of direct supervision, but is subject to periodic inspection and review of reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists the family with general household activities involving preparation of meals, marketing for food and clothing, laundry, mending, cleaning, bed making, and other activities necessary to insure smooth operation of the household;

Supervises and gives physical care to children in their homes;

Takes children and Senior Citizens to clinics, dentists or doctors;

Instructs family members in homemaking and child care activities;

Assists the family in budgeting; keeps records of household expenditures and records information for use in agency case records;

Confers periodically with caseworkers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of homemaking and child care duties; ability to perform household chores; ability to adjust to a wide range of family situations; ability to establish and maintain good working relationships with others; ability to keep records and prepare simple reports; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

There are no minimum education or experience requirements for this position.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid New York State driver's license at time of appointment; license must be maintained throughout employment in this title.

R9/18/02  
SUFFOLK COUNTY  
Non-Competitive