



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: March 28, 2023
CLOSE DATE: Until Filled

JOB TITLE: Homemaker Worker

PAY RATE: \$13.00/hour

DEPARTMENT: Senior Center

DIVISION: Senior Center

SUMMARY

Under close supervision, performs various housekeeping and/or personal care support services to San Miguel County clients in a residential environment; provides nutrition and homemaker services; and conducts wellness observations of client in order to support senior independence and quality of life; and performs other work as required or assigned. Position reports to the Frail and Elderly Services Program Coordinator and does not exercise supervision over lower level staff.

DUTIES AND RESPONSIBILITIES

- Provides services to ensure that client needs are met in a safe home setting that promotes independence.
- Provides light housekeeping duties including sweeping, mopping, vacuuming, dusting, laundry, and light cooking; cleans and maintains kitchens and bathroom areas; may assist client with ironing, picking up prescriptions, or shopping for groceries as needed or required.
- Documents and reports any activities or changes that may directly affect the client and immediately notifies supervisor of any accident or sudden change in client's emotional or physical condition.
- Maintains accurate records and logs of activities performed and assists in conducting client updates and assessments.
- Attends required training and staff meetings and performs other related work as assigned/directed.

MINIMUM JOB REQUIREMENTS

- High School Diploma/GED Certificate and previous driving experience with a clean driving record for the past one year and experience performing basic office and records/file maintenance and customer service activities; experience working with the elderly population in a caregiving or senior program environment is preferred but not required.

EMPLOYMENT REQUIREMENTS

- Ability to maintain a valid New Mexico driver's license
- May be required to obtain First Aid and CPR certification within a specified period of time after hire.
- Must pass a background check applicable to position.

KNOWLEDGE, SKILLS, ABILITIES

- Basic operational characteristics, services, and activities of senior programs, including gerontology programs.
- Principles and processes for providing customer service to clients.

- Safe food preparation and handling.
- CPR and first aid principles and practices as required.
- Senior citizens health and wellness services and guidelines.
- Operation of a variety of home appliances and tools.
- Driver safety principles and practices.
- Safety procedures and guidelines associated with assigned work.
- Records and file tracking and maintenance.
- Effective communication principles and practices including oral and written communication to include customer service skills.
- Modern office procedures, methods, and equipment including computers and computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Customer service and ability to work with potentially difficult clientele, including senior citizens.
- Understanding and caring attitude toward senior citizens, and must display a willingness to be available to the service of the seniors.
- Operating and driving safely to and from appointments.
- Being adaptable and flexible in job duties and in meeting deadlines.
- Ability to operate tools and equipment required to perform job requirements including dishwasher, stove, washing machine, microwave oven, and other kitchen appliances; broom, mop, motor vehicle, and telephone.
- Indigent services available within the County.
- Performing a variety of general office clerical duties relevant to area of assignment, including preparing required reports.
- Communicating effectively verbally and in writing, including customer service.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.

WORKING CONDITIONS

- Work is performed in a residential setting and is regularly required to operate a motor vehicle to get to and from work assignments.
- Occasionally may be required to lift or carry items weighing up to 20 pounds; and regularly is exposed to potential physical harm, hazardous chemicals, and infectious disease when providing residential homemaker services to senior citizens.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.


APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.

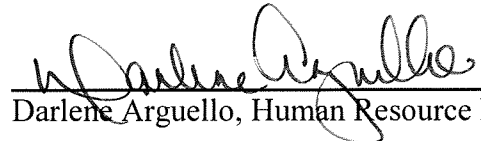
The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
 1700 N Grand Avenue
 Las Vegas, NM 87701

OR send via email to: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:


Leo Maestas, City Manager


Darlene Arguello, Human Resource Director