

# INCA Community Services



## Job Description

<b>Title:</b>	Homemaker/Respite	<b>Reports to:</b>	Program Director and/or Program Coordinator
<b>Program:</b>	RAVE (Career Opportunities)	<b>Status:</b>	Part-time, Non-Exempt
<b>Approved:</b>	August, 2018		
<b>Reviewed:</b>	July, 2023	<b>Wage:</b>	(see Salary Scale)

**Benefits:** Worker's Compensation Insurance, Social Security, Unemployment Insurance.

### Job Summary:

Responsible for following each individual's plan (IP). Assists individuals with developmental disabilities in acquiring and maintaining individually prescribed skills necessary to reside successfully on their own or in a family's home. Familiar with the individual's plan, but does not work on formal goals and outcomes. Maintain accurate, updated information on the person serving. Advocate effectively for the individual served. Homemaker services are provided to supervise the individual when needed.

This position has recurring access to a vulnerable population.

**Essential Functions:** The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

- Responsible for following the individual's IP/Individual Plan of care from DDSD.
- Supervise and provide assistance to individuals with developmental disabilities in acquiring and maintaining individually prescribed self-help, socialization and adaptive skills necessary to reside successfully in a home/community-based setting.
- Assure all required paperwork is accurate and submitted in a timely manner to the office.
- Attend work punctually and regularly to provide consistency of care for individuals so they are provided a stable non-disruptive environment.
- Must be able to work a flexible schedule to meet the needs of the individual(s) being served and individual's plan of care/IP.
- Will be responsible for the extra supervision via Homemaker services, but will not be doing any formal training with the individual.

### General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.

### Supervisory Relationships:

Works under the supervision of the RAVE Program Coordinator and/or the Program Director.

### Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Good role model for others.
- Courteous and professional manner with business, agency and community contacts.
- Work harmoniously with fellow employees to generate productive, cohesive work environment.
- Treat all individuals with respect and dignity.
- Knowledge and understanding of DHS/DDSD policies and procedures to help better and work with individuals with developmental disabilities.
- Ability to read, interpret and implement program guidelines efficiently and effectively and make decisions in accordance with agency and DDSD policies.

**Qualifications:**

**Education:**

Graduation from High School or GED equivalent.

**General:**

- Valid Driver's License with good driving record.
- Bondable.
- Must complete mandatory training as required by DDSD policy and other training pertaining to the position as needed and/or required.
- Must pass the Community Service Registry, OSBI, pre-employment and drug screenings.
- Must be able to work a flexible schedule including some evenings and/or weekends if needed.

**Physical Requirements: Employee must be able to:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to perform the essential functions of the job.
- Sit or stand for extended periods of time.
- Hear and understand speech at normal levels with or without hearing aids.
- Speak so that others may understand at normal levels.
- Operate a motor vehicle with valid vehicle insurance and driver's license because transporting the individual being served is a requirement of the job.
- Stand, walk, bend over, kneel, stretch, grasp, reach overhead, stoop, twist, push, pull, move and lift and/or carry 0 - 60 pounds to waist height.

Pre-employment drug testing and must pass an OSBI check.

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**Acknowledgment:** I acknowledge receipt and understand the contents of this job description.

**Developmental Disabilities Behavior Acknowledgment**

**Acknowledgment:** I have been made aware that people with developmental disabilities are capable of unpredictable as well as inappropriate behavior. I agree that I am voluntarily accepting such risk of being exposed to such inappropriate and/or harassing type behaviors and/or physically harmed by the individual and will report and discuss such behaviors with the Program Director immediately.

**Signature of  
Employee:**

**Date:**