

# Seniors First, Inc. Job Posting

## Pool Homemaker

### **JOB SUMMARY**

Responsible for performing a wide range of housekeeping and related activities as assigned to provide designated services to agency clients on an as needed basis. High School diploma or equivalent desirable. A valid Florida Drivers License, a clean driving record, reliable transportation and proof of auto insurance. Completion of Homemaker Training program. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to independently access any type of office or private residence. Requires bending, squatting, twisting, stooping, kneeling, reaching, pushing, pulling, grasping, and repetitive motions. Lifting up to 25 pounds, and occasional lifting of up to approximately 50 pounds. Other limited physical activities are required. Exposure to all kinds of environmental conditions this includes but is not limited to adverse weather conditions, extreme heat, tobacco smoke, animals and adverse environments.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Treats clients, staff and others with dignity and respect.
- Contact all clients prior to scheduled visit.
- Notify clients when you will be absent.
- Assure that all managed care clients receive their requested level of service.
- Call in and out for all Sunshine clients using the EVV process.
- Make every attempt possible to arrive on time for all projected Sunshine client visits. Immediately communicate all delays to the scheduling supervisor.
- Immediately report all schedule changes to the Scheduling Supervisor.
- Submit all weekly paperwork by required deadlines.
- Immediately report any changes in client's physical, mental or environmental conditions to Homemaker Scheduling Supervisor
- Meal preparation and/or storage.
- Bed-making/changing linens (not with client in the bed).
- Clean/sanitize kitchen including appliances; wash/dry dishes.
- Shopping/marketing.
- Trash removal.
- Laundry – wash, dry, fold, iron if needed.
- Floor cleaning, sweep, mop, vacuum, household organization, dusting furniture, errands, pay bills.
- Rearrangement of room or work areas to improve client's safety and comfort. (Do not move heavy furniture, or household items weighing more than 25 pounds).
- Clean/sanitize bathrooms.
- Perform duties as specified in the Homemaker/Companion assignment/written service plans and in accordance with established policy and procedure statements.
- Complete daily service logs indicating client name, activities performed and timing of visit.
- Assist in Team Cleans with other Homemakers, and/or Supervisor.
- Requires the ability to perform strenuous physical labor in difficult work positions.
- Requires frequent, independent lifting or manipulation of weights in excess of 50 pounds.

### **OTHER RELATED FUNCTIONS**

- Attend all required pre-service and in-service training.
- Maintain confidentiality of data and information. Perform other duties as assigned.
- Customer service-oriented. Able to work in stressful situations and have the ability to react in a calming manner.
- Ability to determine emergency situations - abuse/neglect, food and shelter. Understanding of the elderly and/or disabled individuals.

This is a pool position working on an as-needed basis Monday – Friday

**All applicants must be able to demonstrate ability to pass a pre-employment drug test and a Level 2 background screening.**

**Position Open: January 8, 2018**

**Position Closes: February 8, 2018**

All interested applicants should apply at: [hr@seniorsfirstinc.org](mailto:hr@seniorsfirstinc.org). Apply in person at Seniors First, Inc. 5395 L.B. McLeod Road Orlando, FL. 32811. Internal applicants see HR.

**Seniors First is a... Drug Free Workplace, EOE-F/M/Disabled/Vet/AA/E-Verify**

Qualified individuals with a disability have the right to request a reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or [hrlevel2@seniorsfirstinc.org](mailto:hrlevel2@seniorsfirstinc.org), informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.