

DEPARTMENT: SOCIAL SERVICES
CLASSIFICATION: NON-COMPETITIVE
APPROVED: OCTOBER 23, 2006

HOME MANAGEMENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: The person in this class performs responsible homemaking and childcare duties where the primary caregiver is temporarily absent or unable to assume his/her usual responsibilities. The incumbent instructs, trains and participates in maintaining the homes of families disrupted by absence or incapacity of the primary caregiver including care of children and ill or elderly members of family. When necessary, the incumbent transports family members by motor vehicle. Work is performed according to a prescribed procedure under the supervision of an employee of higher grade who reviews the work through inspections and reports. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Instructs and participates in caring for children including supervising their diet, health, and recreation;
2. Trains and assists in caring for family clothing, including light washing, ironing, mending and sorting clothing for public laundry services;
3. Assists in shopping for children's clothing when necessary;
4. Instructs and assists in planning and preparing meals for the family, including marketing;
5. Trains family and participates in cleaning, dusting, washing dishes;
6. Assists in performing a variety of housekeeping tasks to keep the home in a sanitary and livable condition;
7. When necessary, provides and trains in the non-professional care of an elderly family member in the home;
8. When necessary, cares for a disabled or handicapped family member, except nursing care;
9. When necessary, cares for an ill or convalescent family member, except nursing care;
10. Transports clients in County or personal vehicle.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles and practices of home and child care; working knowledge of good nutritional practices; ability to understand and carry out written and oral instructions; ability to perform housekeeping activities; ability to care for children; ability to get along well with others; ability to operate a motor vehicle; initiative and resourcefulness; industry and dependability; discretion, tact, and good judgment; good moral character; neat appearance; emotional stability; physical and mental condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a valid New York State motor vehicle operator's license required to operate the vehicles used in this field.