

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Department of Social Services

Homemaker

\$30,871 - \$36,271

DATED: September 26, 2024

LAST DAY FOR FILING: October 9, 2024

EOE

GENERAL STATEMENT OF DUTIES: Provides household services in family situations for the purpose of teaching home management skills so that families are able to do so safely and independently. Assisting the elderly in the home management duties that they are unable to perform by themselves. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform general household duties which include teaching homemaking and/or child care skills on an individual basis to families, or assist the elderly when needed. The employee is under the general supervision of a senior caseworker or caseworker.

TYPICAL WORK ACTIVITIES:

- Assists families in achieving their service plan goals established with their caseworker and/or court order;
- Instructs client in homemaking and childcare activities, budgeting and proper selection of food, clothing and household equipment;
- Assists clients with light cleaning, cooking, and laundry when the client is unable to do so independently;
- Encourages clients to teach children personal hygiene habits, and to give time and attention to children's needs and to instill good behavior in their children;
- Provide supervised visitation of children, including planning for and providing feedback to the parents/caregivers with the goal of unsupervised visitation;
- Assists in searching for safe, stable and affordable housing when needed. Assists in applying for other public assistance services to prevent homelessness or placement of the children;
- Assists the elderly in the maintenance of their homes, which includes light cleaning, laundering, marketing and running simple errands;
- Document all efforts in providing services and parent/caregiver interactions;
- Testify in court regarding services provided and the client's interactions upon request.
- May transport clients on occasion, to medical appointments, shopping or other necessary errands.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to perform and teach effective methods of home management and child care skills; ability to communicate ideas effectively; ability to work with people of varied backgrounds; dependability; ability to understand and carry out written and oral instructions; ability to document accurately and concisely; good judgment; initiative; professional demeanor.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and one (1) year of full time or part time equivalent experience performing homemaking activities including cleaning, childcare or elder care, food preparation and other related household duties.

SPECIAL REQUIREMENT: A valid New York State driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained during employment. Incumbents will be required to have a personal vehicle available for use in carrying out field assignments.

CLASSIFICATION: Non-Competitive

Applications available at the Otsego County Personnel Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com