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HOMEMAKER

Supportive Services

The Homemaker is to provide cleaning services to assigned residents as scheduled by the Larrabee Village Supportive Services Manager. Homemaking is provided primarily at Larrabee Village however homemaking is provided at other Westbrook Housing managed communities. As the schedule permits, the homemaker will assist the Custodial Staff at Larrabee Village in maintaining the common areas. The position will also provide shift coverage, as schedule permits, as a Resident Support Professional (RSP). Lastly, as schedule permits, assisting with cleaning vacant units to make them ready for re-leasing.

ESSENTIAL FUNCTIONS (Larrabee Village):

1. Responsible to clean resident apartments including but not limited to:
 - vacuuming
 - cleaning floors
 - cleaning bathrooms: swab toilet, clean sink and shower, wipe countertop, clean mirror, mop floor
 - cleaning kitchen area: wipe counters, stove, refrigerator, mop floor, wash dishes
 - dusting flat surfaces that are uncluttered
 - linen change
 - empty wastebaskets

2. Responsible, as the schedule permits, to assist the Custodial staff in maintaining the Common Areas:
 - straighten community spaces
 - dust community spaces
 - clean the elevator floor and buttons
 - clean lobby area including washing front doors
 - clean public bathrooms
 - clean hand rails
 - clean laundry room floor and bathroom

AS SCHEDULE ALLOWS ESSENTIAL FUNCTION (Larrabee Village):

1. Responsible, as the schedule permits, to assist Larrabee Village Resident Support Professional (RSP) with shift coverage:

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WESTBROOK HOUSING

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- Assists residents with Instrumental activities of daily living (IADL's) on an unscheduled basis as determined by calls from residents.
- Provides documentation, through shift log notes, individual narrative reports, and incident reports of assistance and services provided.
- Monitors fire and emergency call systems, providing a liaison with emergency medical or other fire and safety personnel as needed.
- Escorts residents with ambulatory limitations as needed to meals or activities.
- Assists residents with laundry on a scheduled basis.
- Monitors the census, records incidents, and maintains other records as needed.
- Provides assistance to food service staff by delivering meals, helps assist in the dining room as needed, and performs basic homemaking tasks as needed.
- Assists the resident in a safe manner, exercising the strictest of safety policies for both the resident and oneself.
- Interacts with the resident to promote/increase/maintain resident's social interaction i.e. encourage attendance/possibly even transport to social activities, and assists with resident's IADL's such as; assist in letter writing, help with use of phone, etc.
- Interacts and cooperates with other staff members as part of the overall team.
- Participates in staff meetings as directed.
- Reports any resident concerns, resident's issues, changes in resident's conditions or family situations to the Supportive Services Manager.
- Maintains confidentiality of the records and all aspects of the residents' care.

ESSENTIAL FUNCTIONS (non -Larrabee Village communities):

1. Responsible to clean resident apartments including but not limited to:
 - vacuuming
 - cleaning floors
 - cleaning bathrooms: swab toilet, clean sink and shower, wipe countertop, clean mirror, mop floor
 - cleaning kitchen area: wipe counters, stove, refrigerator, mop floor, wash dishes
 - dusting flat surfaces that are uncluttered
 - empty wastebaskets
 - changing linens
 - grocery shopping
 - meal preparation

ESSENTIAL FUNCTIONS (all Westbrook Housing communities):

1. Responsible to maintain required paperwork
2. Responsible to report Larrabee Village resident concerns and RSP shift coverage to the Larrabee Village Supportive Services Manager; and all other resident concerns to the Supportive Services Director. Reports building concerns to the Operations Coordinator. Concerns include but not limited to any changes in resident's condition or family situation, broken equipment;

3. Responsible, as the schedule permits, to assist the Maintenance Technicians in getting vacant units ready for re-leasing:
 - vacuuming
 - mopping floors
 - cleaning windows, doors, mop boards
 - cleaning bathrooms: swab toilet, clean sink and shower, wipe counter top, clean mirror
 - cleaning kitchen: sinks, cupboards, countertops
 - cleaning kitchen appliances: refrigerator and stove
4. Other duties as assigned

REQUIREMENTS OF WORK:

Ability to:

1. Follow standards and practices for the use of specific chemicals and is familiar with emergency procedures if chemicals are misused.
2. Follow standards and practices for all pest management protocols.
3. Understand the practices surrounding proper handling of biohazardous waste.
4. Use Microsoft Office Suite and any other computer software as needed to fulfill the essential functions of the position.
5. Work independently and efficiently with minimum supervision and a high attention to detail.
6. Prioritize multiple tasks.
7. Works safely and reports all work related injuries, incidents or concerns immediately.
8. Communicate effectively verbally and in writing.
9. Establish and maintain positive, professional relationships with internal and external stakeholders inclusive of co-workers, residents, family members, contractors and suppliers.

JOB QUALIFICATIONS:

1. High school graduate or equivalent.
2. Must be able to pass a pre-placement physical as part of the employment process before employment offered.
3. Possess and maintain a valid Maine Driver License and proof of vehicle insurance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
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REPORTS TO:

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Supportive Services Director (non-Larrabee Village residents)

Larrabee Village Supportive Services Manager (Larrabee Village residents and RSP shift work)

Operations Coordinator (for custodial duties)

DIRECT REPORTS:

None

(rev. 6.2024)