

**HOUSEKEEPER AIDE**

**Distinguishing Features of the Class** - Performs housekeeping services in homes of clients of the Office of the Aging Homecare Program to include light house cleaning, meal preparation, laundry, shopping and other related duties. This is work of ordinary difficulty involving responsibility for performing a variety of housekeeping tasks for individuals over age 60. The work of employees in this class is designed to support the objectives of the Office of the Aging Expanded In-Home Services for the Elderly Program (EISEP) which is to enable older persons to live independently in their own homes for as long as it is safely possible. Housekeepers work in close cooperation with and under the supervision of the EISEP Casemanager. The incumbent does related work as required.

**Typical Work Activities:**

- Sweeps, mops, vacuums and dusts clients living area
- Prepares simple meals
- Shops for food and other essentials
- Does laundry and ironing

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of housekeeping skills
- Ability to understand oral and written instructions
- Ability to establish and maintain cooperative relationships with OFA clients
- Tact
- Dependability
- Neat appearance
- Reliable transportation
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

Three years of paid or unpaid experience in housekeeping or any equivalent combination of training and experience sufficient to indicate ability to do the work.

**Special Requirement:** Possession of a valid New York State Drivers' License.

07/10/98

CLASS: NON-COMPETITIVE – approved State Civil Service Commission 9/11/2006