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STATE OF WISCONSIN)
DEPARTMENT OF PUBLIC WELFARE) SS.

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said Department, do hereby certify that the annexed revised rule relating to the establishment of a merit system classification of homemaker and providing for salary for such classification was duly approved and adopted by the State Board of Public Welfare on February 28, 1962.

I further certify that said copy has been compared by me with the original on file in this Department and that the same is a true copy thereof, and of the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto
set my hand at the State Office
Building in the City of Madison,
this 2nd day of March, A.D. 1962.



Director, State Department of Public Welfare

ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE

REVISING RULES

Pursuant to authority vested in the State Department of Public Welfare by Sections 46.014 (3) and 49.50 (2), Wis. Stats., the State Department of Public Welfare hereby creates Rule PW-PA 10.25 (1) (d) and PW-PA 10.32 (19) and amends PW-PA 10.25 (2) and 10.26 (3). (The parts of the Rule as revised are attached hereto.)

Rule PW-PA 10.25, 10.26 and 10.32 revised herein shall take effect on April 1, 1962 pursuant to the authority granted by s. 227.026 (1) (b), Stats.:

Dated: March 2nd, 1962

State Department of Public Welfare



Wilbur J. Schmidt, Director

PW-PA 10.25 (1) Salary Schedules
(d)

GROUP IV- POSITION CLASS AND SALARY SCHEDULE

	A	B	C	D	E	(6)	(7)	(8)	(9)	(10)
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Homemaker	\$240	\$250	\$260	\$270	\$280	\$290	\$300	\$310	\$320	\$330

(2) Each county must select a six consecutive step compensation plan for the welfare department, children's board and juvenile court from the Group I schedule, and must also select a six consecutive step compensation plan for the welfare department, children's board and juvenile court from the Group III schedule (Schedule A, 1 - 6; Schedule B, 2 - 7; Schedule C, 3 - 8; Schedule D, 4 - 9; Schedule E, 5 - 10). Schedules under Group II apply only to positions of juvenile court attached staff operating under the merit system. Schedules under Group IV apply only to positions in the welfare department. The corresponding six salary steps must be used for all position classifications under each group. The consecutive six step range used in Group I, II, or III need not be the same consecutive six step range used in Group IV. Example: A county may select Schedule "D" under Group I or Group II or Group III which would be applicable to all positions classified under these groups, and at the same time select Schedule "A" under Group IV which would be applicable to the position classified under that group. The juvenile courts and the children's boards operating under the merit system will be deemed to be under the same schedule or schedules adopted by their respective counties for the welfare department unless appropriate action is taken in adopting a different schedule or schedules. This plan shall be applicable to all classes of positions in the agency on or before January 1, 1961.

FW-PA 10.26 - Entrance Salary

(3) The Division of Public Assistance may approve the appointment of an eligible at a rate within the range for the classification of Case Work Supervisor II, Case Work Supervisor I, Case Worker III, Case Worker II, Case Worker I, and Juvenile Court Worker, and Homemaker, if, in the opinion of the Division the education and experience of the eligible justifies such rate and a recommendation for such payment has been made by the appointing authority, except that in the case of court attached juvenile court workers and employees of the children's boards, approval must be preceded by the recommendation of the Division for Children and Youth. In such instances, a new minimum for all employees in the same class would not be established. Such recommended increase shall be limited to two steps above the established minimum.

FW-PA 10.32 - County Merit System Classification Plan.

(19) CLASS TITLE: Homemaker. (a) Definition: Under the general supervision of a social worker or other professional person in a county agency assumes full or partial responsibility in homes threatened with disruption of family life, for child or adult care, for household management, and for maintaining normal functioning of the home.

(b) Characteristic Duties and Responsibilities. 1. Assume homemaking duties on day or hourly assignment or as a resident homemaker, including responsibilities for household management, keeping the house in clean and orderly condition and maintaining normal family living.

2. Provides for the physical and emotional care and upbringing of children. This will vary according to the age and development of the child.

3. Helps with the care of the aged, ill or disabled, encouraging self-care and teaching other members of the family to carry out household tasks within their capabilities.

4. Purchases and prepares food for the family, plans future meals, and helps in working out a budget.

5. Performs some routine household tasks such as daily cleaning, bed making, washing up after meals, doing some light laundry, ironing and mending.

6. Assists with personal services such as help with bathing, dressing, shaving, care of hair and nails.

7. Supervises and assists in carrying out recommendations of physician, nurse, social worker, physical therapist, or nutritionist. Teaches and helps in personal adjustment with the goal of making the person and family as self-sufficient as possible.

8. Encourages family members to participate in appropriate recreational and cultural activities suitable to their ages and needs.

(c) Desirable Qualifications: 1. Experience: Experience in care of children and adults and in home management is essential, including performance of household duties, and the purchase and preparation of food.

2. Age: Generally homemakers are between 40 and 55 years of age. Younger or older women are considered on an individual basis.

3. Physical Health: Good physical health is required for the protection of families and to carry the responsibilities of a job involving hard physical work,

travel in all kinds of weather, long hours, and emotional strain. (Pre-employment and annual physical examinations are required.)

4. Attitude toward people: (a) Ability to get along with people and to grow in understanding of them; respect for others and ability to accept their differences.

(b) To work with children, a homemaker should have warmth of personality and should like children, have patience with them, and be sensitive to their feelings. She should be able to be consistently firm and to deal with behavior that may be different from any she has previously encountered.

(c) To work with the aging, a homemaker should have a positive philosophy toward the aging and their continued potentials for a satisfying and useful life. She must be able to give help and sympathetic understanding in a way that enables the aging individual to regain and/or sustain the highest possible degree of independent living.

5. Emotional maturity: Satisfying personal relationships and ability to find satisfaction in caring for other people; capacity to assume responsibility and to perform her duties competently; confidence in her own ability. It is important for her to be dependable, particularly in being on the job as agreed. For instance, children already upset by a parent's illness or absence will need uninterrupted care. The homemaker needs to be sufficiently secure to withstand criticism by relatives, neighbors, parents and even children. Flexibility is required in adapting to various situations and in acquiring new attitudes and skills.

6. Respect for confidentiality: She should understand the reasons for

confidentiality and for refraining from discussing a family's problems except with the caseworker or, where indicated, with other professional workers, such as the physician or nurse coming into the home.

7. Intelligence and capacity to learn through in-service training and supervision: The homemaker must be able and willing to learn through her job experience, supervision, and the training program of the agency.

8. Ability to work within an agency: The homemaker must be able to understand that an employee of a social agency is different from a household worker employed independently by the family. She must be capable of learning to work with the caseworker and other professional workers in carrying out a casework plan in which her duties and role are defined.