

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Needlecraft Worker		Class Code: 004LA4
	FLSA Status: Non-exempt	Salary Schedule: LTC 4	Effective Date:
	Summary Incumbent works in an institutional or agency sewing room performing needlecraft activities such as measuring, cutting, sewing, fitting and mending of various articles.		

Duties:

- Operates and makes minor repairs to machines and auxiliary sewing equipment and machines;
- Measures, cuts and prepares such articles as furniture covers, cushions, drapes, tarpaulins, awning covers, appliance covers and aprons;
- Alters, mends and repairs patients' clothing, gowns and linens;
- Presses all mended and/or prepared articles, fits slipcovers and hangs draperies;
- Requests and maintains adequate sewing supplies and equipment for sewing room;
- Sweeps and cleans sewing area and sewing storage area;
- Designs, outlines and makes patterns for the production of various articles;
- Advises on the selection of patient clothing and maintains an adequate supply of clothing;
- Procures clothing by consulting with vendors, service line workers, and social workers;
- Order supplies for sewing room in a timely manner;
- Inspects material upon delivery, sorts material by size and type, maintains and stores clothing inventory and distributes clothing;
- Maintains neat orderly clothing room, neatly stocked shelves, etc.;
- Ensure cleanliness of clothing prior to returning to patient;
- Staffs facility clothing room and schedules visits;
- Performs related duties as required.

Job Requirements:

- Knowledge of standard methods of measuring, sewing and mending;
- Knowledge of required supplies and materials;
- Ability to operate, and make minor repairs to, sewing machines;
- Ability to measure, improvise patterns, cut, press and sew;
- Ability to make simple mathematical computations for measuring and cutting purposes.

Difficulty of Work:

Incumbent receives specific instructions regarding daily assignments, but works independently to complete varied and moderately complex projects.

Responsibility:

Incumbent is responsible for repairs, production of articles and the proper care and use of sewing equipment. Incumbent must be accurate and skillful in the cutting and sewing of fabric. Work is performed under general supervision within established guidelines and departmental policies and or procedures. Incumbent receives assignments from the supervisor who reviews work; however, makes independent decisions pertaining to needlecraft activities.

Personal Work Relationships:

Incumbent has direct contact with residents and staff during working hours; therefore, must be friendly and courteous at all times.

Physical Effort:

Incumbent is required to operate a commercial sewing machine and related equipment while sitting and bending over machine for extended periods of time. Incumbent is frequently required to lift heavy bolts of material as well as hang draperies.

Working Conditions:

Incumbent primarily works in an indoor environment, although there is exposure to hazards from moving parts in sewing machine and related equipment.