

HOMEMAKER AIDE

General Summary:

Under the supervision of the Assistant Director, provide basic housekeeping services that will enable seniors to remain in their own homes longer than may otherwise be possible.

Essential Functions:

1. Provide light cleaning services which have been authorized following an assessment of the client's needs.
2. Authorized services may consist of light housekeeping, laundry, shopping/errands, and/or meal preparation.
3. Specific tasks for each service will be outlined on a task sheet developed from the client's assessed needs. Task sheets will be different for each client, but all tasks will be basic to the authorized services.
4. Notify the Assistant Director or the COA Caseworker of any issues, problems, or home repairs that are identified or that occur during the course of the housework being done.
5. Complete daily/weekly client sheets as well as time sheets; turn in all paperwork on a timely basis (by 3pm every Friday unless otherwise notified). Turn in any program donations with the daily/weekly sheets.
6. Attend in-services as scheduled.

Employment Qualifications:

Ability to perform the essential functions contained in the job description.

Possession of a valid Michigan Driver's License. Responsible for providing dependable transportation in performing work duties.

Ability to travel throughout the area to access client homes, to bring paperwork to the office, and to attend in-services as scheduled.

Working Conditions:

Works in client homes and travels throughout the area.

The statements listed above are intended to represent the minimum skills and experiences associated with performing the duties and responsibilities contained in this job description. This list may not be inclusive of the total scope of the job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.