

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY

JOB DESCRIPTION

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| Job Title: Homemaker Aide | Location: Senior Center |
| Revised: May 2014 | Program: Senior Services |
| Reports To: Senior Center Supervisor/ In-Home Supervisor | Classification: Non-Exempt, Hourly |

POSITION OVERVIEW

Performance of routine household tasks to maintain an adequate living environment for older individuals with functional limitations. Homemaking does not include provision of chore or personal care tasks. Must comply with policies and procedures of the MDSCAA/ Human Resources Authority and its funding sources.

REQUIREMENTS

- ▶ Experience and/or training in housekeeping, household management, good health practices, observation, reporting and recording information.
- ▶ Good communication skills, both writing and verbal.
- ▶ Must have valid driver's license and vehicle that will be used on the job.
- ▶ Must be able to work well with others.
- ▶ Submit to criminal background check.

JOB ESSENTIALS

- ▶ Must adhere to work order, only performing duties listed on work order.

DUTIES MAY INCLUDE

- ▶ Light housekeeping tasks (dusting, vacuuming, mopping floors, cleaning bathroom bathroom and kitchen, making beds).
- ▶ Laundry, ironing, meal preparation, shopping for necessities (including groceries).
- ▶ Maintain safe environment.
- ▶ Observing, reporting, and recording changes in client's condition and home environment.
- ▶ Keep supervisor apprised when you observe unusual client behavior or physical changes.
- ▶ Turn in accurate unit documentations, time sheets and travel vouchers according to the set schedule.
- ▶ Notify supervisor of schedule changes or if unable to fulfill schedule due to illness or emergency.
- ▶ In case of emergency in the home, call 9-1-1. Do not try to move client. Keep client as comfortable as possible. Notify supervisor so emergency contact can be notified.
- ▶ Attend all trainings as required by supervisor.

THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF SENIOR CENTER SUPERVISOR/IN-HOME SUPERVISOR