

**MONTCALM COUNTY**  
**COMMISSION ON AGING**  
**DIRECT SERVICES AIDE**

**Part-Time**

**\$9.99 - \$12.25 per hour**

General Summary:

Under the direction of the Program Coordinator, provision of Homemaker/Homemaker /Respite, Respite, Adult Day Care, Personal Care, Site Hostess. Homemaker services include the provision of routine household tasks to maintain an adequate living environment for older individuals with functional limitations. Respite and homemaker respite services include short-term care of disabled or frail persons in order to give direct relief to the primary care giver. Respite care will be inclusive of companionship, assistance with eating, ambulating, toileting and basic home-making duties. Homemaker respite will include combination of those services offered in both the respite and homemaker programs. The Direct Services Aide may be called upon to do any of the Homemaker, Homemaker /Respite, Respite, Site Hostess functions as needed. Assists clients attending the Group Respite program at the Commission on Aging facility.

Essential Functions of Direct Services Aide:

1. Relieve primary caregivers of dependent car for a minimum of two (2) hours in areas of companionship and/or monitoring while disabled or frail person rests.
2. Maintain dependent family member's comfort, assisting with basic needs such as eating, ambulating and toileting.
3. Prepare simple meals within guidelines of any dietary restrictions/requirements.
4. Wash dishes/put away.
5. Change bedding of dependent family member if needed.
6. Complete homemaking tasks as directed by the In-Home Services Coordinator, offering one and one half hour of homemaking activities in the home, or as needed on an individual basis. Allowable homemaking tasks are limited to : laundry, ironing, meal preparation, light housekeeping tasks (dusting, vacuuming, mopping floors, cleaning bathroom and kitchen, making beds, maintaining a safe environment).
7. Complete documentation on an ongoing basis as assigned by In-Home Services Coordinator.
8. Observe and report changes in client and/or dependent family member's condition and/or additional needs of client and/or dependent family member to In-Home Services Coordinator.
9. Observe and report changes in client's home environment to In-Home Services Coordinator.
10. Attends training sessions and meetings as requested by program funding sources.

11. Assists clients with meal needs, bringing food to client, cutting up food when necessary and removing table service when necessary.
12. Works together with the Coordinator to implement fun and stimulating projects and activities for the clients.
13. Assists the Coordinator in monitoring the activities of clients.
14. Assists with personal care such as bathing, dressing, shaving, grooming and personal hygiene.
15. Empty portable toilets, dispose of adult briefs and related tasks.
16. Encourage and help maintain ADL's.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

Employment Qualifications:

**Education:** High school graduation or equivalent, CPR, CNA.

**Experience:** Experience in provision of services to older adults or disabled preferred.

**Other Requirements:** Possession of a valid Michigan Driver's License and reliable transportation.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with job related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access office files.
- Ability to travel throughout the area.
- Ability to lift above fifty plus pounds.
- Ability to work in clients homes throughout the County.

**Working Conditions:** Travels to clients homes.  
Exposure to homes of various states of cleanliness and hygiene.

Applications are available (online at [www.montcalm.org](http://www.montcalm.org) or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888. Applications will be accepted until 4:00 p.m. on Wednesday, March 28, 2018. EOE