

JOB POSTING
COMMISSION ON AGING
DIRECT SERVICES AIDE

Part-Time, up to 29 hours per week

\$11.00 - \$13.26 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.

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 other 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 client's homes throughout the County.

Working Conditions:

- Hours are typically scheduled between Monday – Friday, 8:00 a.m. – 4:00 p.m.
- Travels to client's homes.
- Exposure to homes of various states of cleanliness and hygiene.

Applications are available (online at 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 Friday, June 14, 2019. EOE