

ISABELLA COUNTY

HOMEMAKER AIDE

General Summary

Under the supervision of the Program Coordinator, performs household tasks in the homes of older adults. Vacuums, mop, dusts, and performs other cleaning tasks. Schedules clients for service, maintains calendar, and maintains daily activity records.

Essential Functions

1. Performs housekeeping activities in the clients' home such as dusting, sweeping, mopping, and vacuuming. Cleans bathrooms and kitchens, and does laundry,
2. Schedules clients for services and maintains daily and monthly calendar of client care.
3. Maintains daily client records of services provided. Reports any significant client changes or problems to program staff or emergency personnel.

Other Functions

4. None listed.

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 preferred.

Experience: Prefer some experience working with older adults.

Other Requirements: Possession of a valid Michigan Driver's License.

FLSA Status: Non-exempt.

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