

Homemaker Aide**GENERAL SUMMARY**

Primary function of the job is to provide basic housekeeping assistance to clients of the Commission on Aging, such as vacuuming, cleaning, dusting, and sanitizing. Additional tasks may include laundry and grocery shopping for clients. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

Work assignments may be irregular depending on need and number of clients requesting service. It will also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Performs a variety of home cleaning assistance such as the following.
- Dusts, vacuums, sweeps, and mops floors.
- Makes beds and shakes small rugs.
- Washes dishes, cleans, and disinfects kitchen counters, sinks, bathtubs, and toilets.
- Cleans refrigerator, stove, and cupboards.
- Washes, dries, folds, and puts away laundry.
- Washes walls and inside windows.
- Shops for groceries on behalf of clients.
- Interacts with clients, performs basic checks and monitoring of client situation and environment, reports all potentially harmful or unusual situations to a supervisor.
- Performs as a mandated reporter, when appropriate.
- Prepares and maintains accurate records of client services and related information.
- Participates in staff meetings, training sessions, and/or other related meetings.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school or G.E.D. preferred but not required.
- Some house cleaning experience required.

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- CPR Certification.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Manual labor for job tasks is required and includes regular contacts with senior citizens, customers of the Commission on Aging, and co-workers to obtain and/or provide information. Supervision consists of general instructions in new assignments with advice and assistance normally available. Errors could lead to minor inconvenience and consequences that may not be obvious outside the work unit, have little effect on service to the public, and can generally be detected easily by the employee and corrected.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- May be exposed to risk of electrical shock, fumes or airborne particles, and infectious diseases.
- May occasionally be required to lift/move up to 25 pounds (such as lifting vacuums cleaners, moving furniture to clean, etc.).

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Basic knowledge of English to interact effectively with clients and co-workers, as well as to prepare necessary paperwork.
- Interpersonal skills necessary to work courteously and effectively with other employees and the public. Sensitivity to the needs of older adults.
- Ability to operate homemaker aide equipment (such as vacuum cleaners and washing machines) safely and in the manner for which they were designed.
- Ability to perform manual labor tasks.
- Ability to work independently.



Grand Traverse County, MI Job Description

- Ability to operate smartphones and commonly used mobile applications (e.g navigation and communication apps) to complete work tasks.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to use County resources effectively and efficiently.