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| <b>Department/Division:</b> Aging Alliance |
| <b>Reports To:</b> Planning Manager        |
| <b>Supervises:</b> None                    |
| <b>Status:</b> Part-time, Non-Exempt       |
| <b>Duty Station:</b> Client homes          |



## Homemaker

### Job Summary:

As part of the WCCA team, all employees work to help us achieve our mission. By working together, we will fulfill the Agency's goals as set forth in our strategic plan. We strive for continuous improvement and are helped along that path through the use of the Results Oriented Management and Accountability (ROMA) data system. ROMA helps us in many areas including assessment, planning, implementation, achievement of results, and evaluation. We seek outcomes that align with individual program standards, national ROMA goals and the National Community Action Partnership.

The Homemaker for the Aging Alliance provides a variety of home-based services within the context of light household cleaning with incidental assistance with home management and providing companionship to elderly individuals, age sixty (60) or above, requiring socialization and home maintenance assistance. The purpose of this service to provide home-based services to older adults which may increase their chances of remaining in their own homes and living independently.

### Education and Experience

- High school diploma or general education (GED)
- Experience working with clients ages sixty (60) years or more and knowledgeable of county resources available to them.
- Moderate knowledge and experience of common barriers that seniors face in living independently.
- Experience working with software such as Microsoft Excel for tracking and reporting services.

### Required Skills and Abilities

- Physical ability to lift 35-40 pounds.
- Ability to stand, walk, kneel, and crouch, etc. to perform household maintenance duties.
- Ability to effectively communicate, written and verbally, with family members, program staff and individuals within the elderly demographic.
- Ability to complete necessary training and orientations associated with the homemaker/companion role.
- Ability to complete thorough routine reports and correspondence relating to services provided.
- Ability to deal with simple problems quickly and without delegation within a personal home setting.
- Must exhibit mature, caring attitude, patience, dependability and compassion while understanding the need for patient confidentiality.
- Must have access to reliable transportation and a current driver's license.
- Ability to attend job related training and regular day and night time meetings.
- Valid driver's license, current car insurance and a satisfactory driving record.
- Satisfactorily pass a MN DHS Background Study
- Perform other duties as assigned.

## Essential Job Functions and Responsibilities:

### 1. Support and model WCCA's Behavioral Competencies:

| Making People Matter   | Organizational Success  |
|--|---|
| Commitment to Mission, Vision and Values<br>Advocate for the People We Serve<br>Accessible and Open to the Public<br>Commitment to High Quality<br>Honest, Fair & Trustworthy<br>Respect and Value Others' Perspectives<br>Foster Feelings of Hope | Continuous Learning/Development<br>Display Leadership Qualities and Ownership<br>Process Improvement<br>Efficient Use of Resources<br>Support Diversity and Understand Related Issues<br>Teamwork/Cooperation<br>Recognize Others' Achievements |
| Job Effectiveness  | Open to Change  |
| Planning/Organizational Skills<br>Sound Judgment & Effective Decision Making<br>Productive and Results-Oriented<br>Effective Communication<br>Dependable & Responsible<br>Job/Organizational Knowledge<br>Display Initiative                       | Resilient in the Face of Challenges<br>Focus on Longevity/Sustainability<br>Resolve Conflicts Constructively and Collectively<br>Support Others<br>Creativity/Innovation<br>Positivity  |

### 2. Specific Responsibilities:

- Arranging for transportation for the client for various needs.
- Assisting with scheduling appointments
- Simple household repairs
- Light meal preparation
- Housekeeping such as dusting, sweeping/vacuuming, dishes, laundry.
- Small de-cluttering housework tasks to maintain a clean, neat environment.
- Running short errands (Shopping for food, clothing and supplies-must not transport client)
- Mail management/assist in letter writing, phone calls, etc.
- Providing resources to assist the individual with any of their additional unmet needs.
- Advocate for other WCCA programs and services and communicate these referrals to the program managers/coordinators.
- Remain compliant with funder request and requirements by staying within the scope of services allowed.
- Accurately and consistently recording services in electronic tracking system.
- Follow all fiscal policies and procedures as defined by WCCA.
- All other duties as assigned.

## Physical Requirements and Working Conditions

| Job Specific Requirements   | Rarely<br>(0-12%) | Occasionally<br>(12-33%) | Frequently<br>(34-66%) | Regularly<br>(67-100%) |
|---|-------------------|--------------------------|------------------------|------------------------|
| Seeing: Must be able to read reports and use computer                         |                   |                          | X                      |                        |
| Hearing: Must be able to hear well enough to communicate with coworkers       |                   |                          |                        | X                      |
| Sitting   |                   | X                        |                        |                        |
| Standing/Walking  |                   |                          |                        | X                      |
| Climbing/Stooping/Kneeling  |                   |                          |                        | X                      |
| Lifting/Pulling/Pushing up to 30 pounds                                       |                   |                          |                        | X                      |
| Fingering/Grasping/Feeling: Must be able to write, type, and use phone system |                   |                          |                        | X                      |

### Statement of Understanding:

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list or responsibilities, duties, and skills required. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of Wright County Community Action.



June 9, 2020

Approved By: Board of Director Chairperson/Date



June 9, 2020

Approved By: ADA Compliance/HR Director/ Date

### Employee Acknowledgement

I have read and understand that this Job Description describes my job duties at Wright County Community Action. I have received a copy of this Job Description and understand that it is my responsibility to read and comply with it. I understand that I should contact my direct supervisor with any questions I have about my Job Description.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee's Name (Printed)