

## **WRIGHT COUNTY COMMUNITY ACTION JOB DESCRIPTION**

**JOB TITLE:**                    **Aging Program Homemaker**

**POSITION PURPOSE:**      Under the supervision of the aging program coordinator, provision of services ranging from 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.

**DUTY STATION:**            Varies dependent on client residence.

**HOURS PER WEEK:**        15 hours (2 – 4 hour per client)

**SUPERVISOR:**              Aging Program Coordinator

### **DESIRED SKILLS/ABILITIES:**

1. High school diploma or general education (GED)
2. Physical ability to lift 35-40 pounds.
3. Ability to stand, walk, kneel, and crouch, etc. to perform household maintenance duties.
4. Experience working with clients ages sixty (60) years or more and knowledgeable of county resources available to them.
5. Moderate knowledge of common barriers that seniors face in living independently.
6. Experience working with software such as Microsoft Excel for tracking and reporting services.
7. Valid driver's license, current car insurance and a satisfactory driving record.
8. Satisfactorily pass a MN DHS Background Study
9. Ability to effectively communicate, written and verbally, with family members, program staff and individuals within the elderly demographic.
10. Ability to complete necessary training and orientations associated with the homemaker/companion role.
11. Ability to complete thorough routine reports and correspondence relating to services provided.
12. Ability to deal with simple problems quickly and without delegation within a personal home setting.
13. Must exhibit mature, caring attitude, patience, dependability and compassion while understanding the need for patient confidentiality.

### **I. General Responsibilities:**

Ensure quality and safe delivery of services for elderly individuals over sixty (60) years. Completed services include light housekeeping, assessing living conditions, reporting findings regarding client's physical/cognitive well-being. Providing clients with necessary resources and referrals to assist with other unmet needs.

**II. Specific Responsibilities:**

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

**Confirmation of Understanding:**

I verify that I have received and read my full job description and understand the scope of my responsibilities in this role and my commitment to Wright County Community Action.

**Print Name** \_\_\_\_\_

**Signature of Employee** \_\_\_\_\_ **Date** \_\_\_\_\_