

NOTICE

There is a job vacancy at the **BAY COUNTY DIVISION ON AGING.**

JOB TITLE: **NURSES AIDE/HEALTH AIDE**

RATE OF PAY: **\$11.15 per hour entry, progressing to
\$13.09 per hour after two years (TU04)**

Full-time position with benefits as provided for within the United Steelworkers labor agreement; although union membership is voluntary.

GENERAL SUMMARY:

Under the general supervision of the Senior Services Manager, this position provides personal care to senior citizens related to bathing and personal hygiene. Also provides companionship, supervision and activities of daily living for the disabled when the primary care giver is not present. Performs routine household activities including cleaning, grocery shopping and laundry to maintain a healthy and safe living environment for the senior citizen who has difficulty completing the activities themselves. Performs clerical duties when directed.

TYPICAL DUTIES:

1. Provides personal care including bathing, personal grooming, positioning of patients, assistance with ambulation and activities of daily living.
2. May do simple food shopping as appropriate for individual patients or pick up prescriptions from a pharmacy if the situation warrants.
3. Prepares light meals and performs household tasks related to the care of the patient such as changing bed linen and light housekeeping.
4. Provides special skin care and non-sterile dressing change.
5. Observes the patient for changes in condition and reports all observed changes immediately to the nurse, case managers or supervisor.
6. Completes and turns in on a timely basis all required paperwork.
7. Must have access to reliable transportation and be willing to work and drive to all areas within Bay County.
8. In times of public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
9. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Completion of a nurse aide training program for Home Health Aide certification and a minimum of one year experience in a home health agency, hospital or nursing home or extended care facility. Must have reliable transportation and a valid operator's license. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 20-50# of force up to 1/3 of the time.

Make application online at www.baycounty-mi.gov or in person/via US mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708, no later than **4:00 p.m. Monday, December 14, 2015.**

Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."