May 19, 2016 F.L.S.A.: Non-exempt

NOTICE

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

JOB TITLE: **PART-TIME IN HOME WORKER**

RATE OF PAY: **$10.18 per hour to $10.95 per hour** (depending upon work assignment)

Part-time position, up to 25 hours per week with limited benefits as provided for within the USW Part-time Union, although union membership is voluntary.

GENERAL SUMMARY:

Under the general supervision of the Senior Service Managers, this position provides personal care to senior citizens related to bathing and personal hygiene. Performs routine household activities including cleaning, grocery shopping and laundry to maintain a healthy and safe living environment for senior citizens who have difficulty completing the activities themselves. Performs clerical duties when directed.

TYPICAL DUTIES:

1. Provides personal care including bathing, personal grooming, positioning of clients, assistance with ambulation and activities of daily living. Transfers clients to/from bed to wheelchair to toilet to shower/tub/tubsheet.
2. May do simple food shopping as appropriate for individual clients.
3. Prepares light meals and performs household tasks related to the health and safety of the patient such as doing laundry, changing bed linens, cleaning all areas of the bathrooms and kitchens, sweeping, mopping, vacuuming and dusting.
4. Observes the client for changes in condition and reports all observed changes immediately to the nurse or supervisor.
5. Completes and turns in on a timely basis all required paperwork. Assists with clerical duties as well as all other areas of work for Bay County Division on Aging as needed.
6. Must have access to reliable transportation and be able to drive in poor weather conditions year round. Must be willing to work and drive to all areas within Bay County.
7. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
8. 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 nurses aide training program for home health aide certification preferred and a minimum of 1 year experience in a home health agency, hospital or nursing home or extended care facility. Must possess a valid Michigan drivers license and have reliable transportation. Must possess good listening skills, empathy and respect toward the elderly population, and patience in working with this population. Must be able to frequently bend and stretch and lift 21 to 50 pounds in order to facilitate the safety and care of clients as well as standing, being mobile or sitting for significant periods of time. Must be able to consistently appear at the designated time for scheduled appointments with clients. Must be able to keep accurate records of activities.

Make application for this position online at www.baycounty-mi.gov or in person/US mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708 no later than **4:00 p.m. Tuesday, June 2, 2016.**

AN 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."