

FOUR POINTES- CENTER FOR SUCCESSFUL AGING

PERSONNEL- JOB DESCRIPTION

Position Title: Community Living Program-Direct Care Worker

Benefits: Part-time flexible schedule (you pick your own schedule), holiday pay, paid time off, no mandatory shifts, no weekends or evenings, premium pay

General Description:

Performance of routine household, personal care, and respite to support an adequate and safe living environment for older adults, age 60+, with functional limitations.

Essential Duties and Responsibilities:

- Assistance with activities of daily living
- Respite for the Caregiver
- Light housekeeping tasks including dusting, vacuuming, mopping floors, cleaning bathrooms and kitchens, making beds, laundry services and maintaining a safe and healthy living environment.
- Shopping for necessities including groceries
- Maintain appropriate boundaries with clients and their family
- Meal preparation
- Observe, report and record any change in client's condition and home environment
- Maintain consistent client schedule, and immediately contact clients and supervisor regarding absences.

Qualifications:

- Previous experience for working with older adults
- Ability to work with older adults with functional limitations and provide personal care support services.
- Thorough and efficient, able to work independently
- Ability to perform housekeeping, laundry and cleaning tasks
- Ability to maintain accurate records
- Must be friendly and demonstrate a caring attitude at all times
- Reliable transportation with ability to serve north Ottawa clients. Valid MI drivers license and car insurance.
- Able to lift and/or move at least 10 pounds.

General:

- Attend periodic in-services, professional conferences, meetings and seminars; and represent agency on committees, as assigned
- Works as part of a team
- Maintain confidentiality
- Maintain monthly reporting and documenting requirements
- Perform all other duties assigned

Reports to: Community Living Nurse

Position: Status: PT, 16-24 hours weekly

Non-exempt

If interested please send resumes to allison@fourpointes.org

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to stand and walk.

While performing the duties of the job, the employee is required to lift and/or move up to 10 pounds. The employee must be able to travel in all kinds of weather and have reliable transportation.

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

FOUR POINTES is an EEO/AA (equal employment opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.

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