



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following positions:

Part-time (up to 29 hours/week) **Personal Care/Homemaker Aides** in Menominee County (Menominee, Wallace, Daggett, Powers, Wilson). We offer flexible scheduling.

A high school diploma or equivalent is required. Must have a valid driver's license and a reliable transportation.

We are looking for applicants that have experience providing assistance to people living in their home, good health practices, observation, reporting, and recording information.

Entry wage is negotiable.

Benefits include paid vacation time, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to MDSCAA, Attention: In-Home Services Manager, 507 1st Ave N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



Job Title: Personal Care Aide
Revised: September 2023
Reports To: In-Home Services
Manager

Location: Senior Center
Program: Senior Services
Classification: Non-Exempt, Hourly, Part-Time

POSITION OVERVIEW

Provides in-home assistance (daily living activities and routine household tasks) in order to maintain adequate living environment for people with functional limitations. NOT SKILLED NURSING. Responsibilities may include weekend on-call rotation. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- Must be capable of standing, bending rotating and lifting.
- Must have valid driver's license and vehicle that will be used on the job.
- Must have experience providing assistance to people living in their homes.
- Must be able to work well with others.
- Submit to criminal background check.

JOB ESSENTIALS

- Must adhere to work order, only performing duties listed on work order.

DUTIES MAY INCLUDE

- Light housekeeping tasks (dusting, vacuuming, mopping floors, cleaning bathroom and kitchen, making beds).
- Laundry, ironing, meal preparation, shopping for necessities (including groceries).
- Maintain safe environment.
- Observing, reporting, and recording changes in client's condition and home environment.
- Keep supervisor apprised when you observe unusual client behavior or physical changes.
- Turn in accurate unit documentations, time sheets and travel vouchers according to the set schedule.
- Notify supervisor of schedule changes or if unable to fulfill schedule due to illness or emergency.
- In case of emergency in the home, call 9-1-1. Do not try to move client. Keep client as comfortable as possible. Notify supervisor so emergency contact can be notified.
- Attend all trainings as required by supervisor.

ADA Physical Activities Checklist

1. The physical activity of the position.

A. Climbing: Ascending or descending stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching on slippery surface.

- C. Stooping: Bending body downward and forward by bending spine at the waist.
- D. Crouching: Bending the body downward and forward by bending leg and spine.
- E. Reaching: Extending hand(s) and arm(s) in any direction.
- F. Standing: Particularly for sustained periods of time.
- G. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- H. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- I. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- J. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- K. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- M. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- N. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- O. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- P. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

Heavy Work: Exerting up to 100 pounds of force occasionally and or up to 50 pounds of force frequency and/or up to 20 pounds of force constantly to move objects.

3. The visual activity requirements, including color, depth perception and field vision.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of living environment.

4. The conditions the worker will be subject to in this position.

- A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.
- B. The worker is subject to both environmental conditions. Activities occur inside and outside.
- C. The worker is subject to atmospheric conditions: Odors

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**



Job Title: Homemaker Aide
Revised: June 2023
Reports To: In-Home Services
Manager

Location: Senior Center
Program: Senior Services
Classification: Non-Exempt, Hourly, Part-Time

POSITION OVERVIEW

Performance of routine household tasks to maintain an adequate living environment for older individuals with functional limitations. Homemaking does not include provision of chore or personal care tasks. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and its funding sources.

REQUIREMENTS

- Experience and/or training in housekeeping, household management, good health practices, observation, reporting and recording information.
- Good communication skills, both writing and verbal.
- Must have valid driver's license and vehicle that will be used on the job.
- Must be able to work well with others.
- Submit to criminal background check.

JOB ESSENTIALS

- Must adhere to work order, only performing duties listed on work order.

DUTIES MAY INCLUDE

- Light housekeeping tasks (dusting, vacuuming, mopping floors, cleaning bathroom and kitchen, making beds).
- Laundry, ironing, meal preparation, shopping for necessities (including groceries).
- Maintain safe environment.
- Observing, reporting, and recording changes in client's condition and home environment.
- Keep supervisor apprised when you observe unusual client behavior or physical changes.
- Turn in accurate unit documentations, time sheets and travel vouchers according to the set schedule.
- Notify supervisor of schedule changes or if unable to fulfill schedule due to illness or emergency.
- In case of emergency in the home, call 9-1-1. Do not try to move client. Keep client as comfortable as possible. Notify supervisor so emergency contact can be notified.
- Attend all trainings as required by supervisor.

ADA Physical Activities Checklist

1. The physical activity of the position.

A. Climbing: Ascending or descending stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing or crouching on slippery surface.

- C. Stooping: Bending body downward and forward by bending spine at the waist.
- D. Crouching: Bending the body downward and forward by bending leg and spine.
- E. Reaching: Extending hand(s) and arm(s) in any direction.
- F. Standing: Particularly for sustained periods of time.
- G. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- H. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- I. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- J. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- K. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- L. Grasping: Applying pressure to an object with the fingers and palm.
- M. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- N. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- O. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- P. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

Heavy Work: Exerting up to 100 pounds of force occasionally and or up to 50 pounds of force frequency and/or up to 20 pounds of force constantly to move objects.

3. The visual activity requirements, including color, depth perception and field vision.

The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned, or to make general observations of living environment.

4. The conditions the worker will be subject to in this position.

- A. The worker is subject to environmental conditions. Protection from the weather conditions but not necessarily from temperature changes.
- B. The worker is subject to both environmental conditions. Activities occur inside and outside.
- C. The worker is subject to atmospheric conditions: Odors

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF
SENIOR SERVICES DIRECTOR OR SUPERVISOR**