

CITY OF MARQUETTE
Job Description

POSITION TITLE: Homemaker Aide
REPORTS TO: Social Work Coordinator
EFFECTIVE DATE: September 1, 2008
JOB CLASS CODE: Non-Exempt / Regular Part-Time

POSITION SUMMARY

The Homemaker Aide is directly responsible for providing housekeeping services to senior center clients in their homes. This position does not include personal care services, outside chores or transportation.

ESSENTIAL DUTIES

An employee in this position may be called upon to do any or all of the following:

- Perform light housekeeping chores for assigned clients (vacuuming, mopping, dusting, cleaning bathroom and kitchen, etc.).
- Assist client with light meal preparation when authorized to do so by Social Work Coordinator.
- Perform laundry services, including ironing.
- Provide grocery shopping.
- Participate in periodic client review.
- Complete neat and legible daily client records.
- Refer clients to caseworker when client problems and special needs arise.
- Keep all information discussed between client and self confidential with exception of caseworker.
- May provide social/emotional support of client while providing other allowable tasks as above.

NON-ESSENTIAL DUTIES

- Perform other related functions as assigned.

MATERIALS AND EQUIPMENT USED

- Standard cleaning supplies and equipment.

MINIMUM QUALIFICATIONS REQUIRED

- Must have valid Michigan's driver's license and use of a reliable personal vehicle.
- Must have ability to perform physical labor.
- Previous housekeeping experience preferred.

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- Experience and desire to work with an elderly clientele.

PHYSICAL DEMANDS

- Lifting 75 lbs maximum without the assistance of another person, frequent lifting and/or carrying objects weighing up to 40 lbs.
- Frequent standing and walking.
- Occasional sitting and driving.
- Must be capable of using hand(s)/feet for repetitive single grasping, fine manipulation, pushing, pulling and operating controls.
- Frequent bending, twisting, squatting, climbing, reaching and grappling.
- Ability to communicate orally in a clear manner.
- Ability to distinguish sounds at various frequencies and volumes.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.
- Ability to withstand temperature changes in the work environment.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this job description.