



JOB ANNOUNCEMENT

Position: Senior Services In-Home Worker
Department: Senior Services Department
Reports to: Director of Senior Services and In-Home Coordinator
FLSA Status: Full-Time, Exempt

Rich Township is one of 30 townships in Cook County, Illinois and serves 10 municipalities including: Country Club Hills, Flossmoor, Hazel Crest, Homewood, Matteson, Olympia Fields, Park Forest, Richton Park, Tinley Park, and University Park.

Position Summary: The Senior Service In-Home Worker will provide home management services to Senior and disabled citizens in Rich Township. The In-Home Services are based on a needs assessment the In-Home Coordinator will evaluate or coordinate all services needed by the client(s). In-Home Workers will provide light housekeeping, transportation, and minor meal preparation. Reliable transportation and proof of automobile insurance is required.

Clients will have unique needs based on their personal assessment which will be the responsibility of the In-home Coordinator. The In-Home Worker is not to take it upon themselves to operate outside the scope of services. The In-Home Coordinator will determine each client's needs and provide the In-Home worker with an outline of the services determined by the intake evaluation. Changes to the care plan are to be determined by the In-Home Coordinator only. A monthly report is required for all clients and will be the responsibility of the In-Home Coordinator to track and monitor all reports.

Responsibilities: Under the supervision of the Senior Services Director, duties will include, but not limited to:

Light house cleaning:

- Dusting
- Vacuuming
- Sweeping and mopping
- Bathroom and kitchen clean up
- Trash removal
- Laundry

Transportation:

- Local appointments and shopping within Rich Township or surrounding towns limit stops to 3 to 4 separate locations per visit.
- Medical appointments

- Grocery shopping
- Hair appointments

Minor meal preparation or heating up of food only

Timesheets:

Bring a timesheet with you each time that you visit a client. Register the date and time that you started/finished work for your client. The client must sign the timesheet. You are never to sign for your client. This is a dismissible offense. Please make sure that your timesheet is legible and check your work.

Non program activity:

Restricted and **NOT** to be performed by In-Home Worker:

- No exchanging of funds with clients. Client is to use their own funds.
- No moving furniture.
- No climbing on ladders or any other items to perform duties.
- No moving or driving client's vehicles.
- No money management for the client.
- No getting involved in client's family business.
- No taking gifts or money from the client.
- No carpet cleaning.
- No lifting over 5 lbs.
- No servicing for Senior family members.

Security/ Confidentiality/ Emergencies:

- All Seniors information is confidential and will not be shared outside of the client's home.
- Rich Township reserves the right to monitor performance of In-Home Workers and monitor client activity. Program monitoring will be random.
- If an In-Home Worker notices a change in the client(s) activities report immediately to the In-Home Coordinator.
- If a medical emergency occurs with the client call 911 immediately and then report situation to In-Home Coordinator as soon as possible.
- All other duties as assigned within the spectrum of the position.

Education, Experience and Qualifications:

- High School Diploma, Undergraduate Degree in Human Services or related field strongly preferred.
- Connection to Rich Township Communities is a plus.
- Valid Driver's License
- Proof of Car Insurance

Salary: Commensurate with experience.

Working conditions: The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

To apply: Send resume, cover letter and the names and contact information for two professional references to: pal-amin@richtownship.org. Put the phrase “Senior Services Director” in the subject line of the e-mail. No phone calls please. Position will remain open until filled.

Rich Township is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age, religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status.