



JOB DESCRIPTION

Position: Senior Services In-Home Worker Part-time

Department: Senior Services Department

Reports to: Director of Senior Services

FLSA Status: Non-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. In-Home Workers will provide light housekeeping, transportation, and minor meal preparation. Reliable transportation and proof of automobile insurance is a required.

Services provided by the In-Home Worker include:

1. Light house cleaning
 - Dusting
 - Vacuuming
 - Sweeping and mopping
 - Bathroom and kitchen clean up
 - Trash removal
 - Laundry
2. 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
3. Light meal preparation or heat meals up
4. All other duties as assigned within the spectrum of the position

Education, Experience, and qualifications:

- High School Diploma or GED.
- Knowing Rich township boundaries is a plus.
- Reliable transportation and proof of automobile insurance is a required.
- Background check is required.

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 In-Home Worker Part-time” 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.