

COUNTY OF IONIA
POSITION OPENING
Commission on Aging

Title: In-Home Aide

Starting Pay: Grade 4 Step 1 \$11.27/hour + County benefit package for full-time positions.
Several Part-Time & Full-Time Positions are available

Minimum Qualifications: High School diploma or GED, supplemented by some previous experience working with the elderly; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid Michigan driver's license and reliable transportation are required. Applicant must be willing to travel (within Ionia County). CPR/First Aid certification, or ability to become certified, is also required. Certified Nurse Aide (CNA) training or certification is a big plus but not required.

General Summary: In-Home Aides support clients in their homes by performing a variety of tasks as indicated in client care plans. Aides communicate regularly with the In-Home Services Director, helping COA to respond to changing client needs and working to provide excellent care and service. Regular trainings help grow aide's skillset and advance agency goals.

Tasks may include a variety of activities such as:

- Housekeeping: cleaning bathrooms/kitchens, vacuuming, laundry.
- Respite Care: relieve Caregivers in the home with a range of tasks.
- Respite Home Chore (part-time only): yard work, snow removal, minor home repairs.
- Personal Care: bathing/showering, hair care, skin care, dressing, transferring, toileting.

Aides are responsible for completing and submitting record of service sheets, mileage reimbursement forms, client receipts.

Benefits to working as a COA In-Home Aide include:

- No weekends or evening hours
- Paid travel time (between clients) + mileage reimbursement (for travel between clients)
- Full-time positions include full county benefits
- Satisfaction of helping seniors remain in their home

Please complete an Ionia County Application for Employment and submit it, along with a cover letter and resume, to:

Ionia County Administrative Building
Human Resources
101 West Main Street
Ionia, MI 48846

Applications are available online at ioniacounty.org.

You may also contact the Commission on Aging to have an application mailed to you, (616) 527-5365.

Applications will be accepted until positions are filled.

Ionia County is an equal opportunity employer.