

IONIA COUNTY COMMISSION ON AGING

Several Part Time Positions & One Full Time Position Opening

Title: In-Home Services Aide

Hourly: \$11.16/hr

Minimum Qualifications: High School diploma or GED. A valid Michigan driver's license with own reliable transportation required. Previous experience providing In Home Services or Certified Nurse Aide (CNA) training is required (current C.N.A. certification is not required).

General Summary

In Home Aides perform a variety of tasks according to client care plans such as:

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

Aides are responsible for completing and submitting record of service sheets/schedules/mileage reimbursement forms & writing receipts. Minimally bi-annual trainings are required to grow Aide's skillset and advance agency goals.

Applicant must be willing to travel (within Ionia County).

Benefits to working for Commission on Aging:

- Monday thru Friday work week - No weekends or evening hours
- Paid Holidays (if you are scheduled over 20 hours per week)
- Paid travel time (between clients)
- Mileage reimbursement (for travel between clients)
- Full time position available offers full county benefits
- Opportunities for advancement to other COA positions or other County employment
- 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 including work history to:

Ionia County Finance Office
101 West Main Street
Ionia, MI 48846

Applications are available online at ioniacounty.org or in person at the Ionia County COA Offices. Applications will be accepted until positions are filled. Ionia County is an equal opportunity employer.