

September 16, 2016

LAPEER COUNTY HEALTH DEPARTMENT JOB POSTING

Position: Senior Programs Worker: Part-Time (Fill-in & Seasonal)

Job Responsibilities: See attached Job Description. This position will be primarily work delivering meals, but will also include chore service delivery and some transportation or other assignment may be included.

Qualifications & Requirements:

- High school graduation or equivalent
- General knowledge of household maintenance and repairs desirable
- Prefer some prior experience working with senior citizens. Prior experience in food handling desirable.

Compensation:

Salary: Entry level: 11.39/hr.

Supply application (resume preferred) to:

Lapeer County Health Department
1800 Imlay City Road
Lapeer, MI 48446
(810) 667-0391 x 7
Attention: Susan Gronsky

Application Deadline: Monday, September 26, 2016

LAPEER COUNTY
LAPEER COUNTY HEALTH DEPARTMENT
SENIOR PROGRAM WORKER

General Summary

Under the supervision of the Senior Programs Director performs a variety of duties to support the mission of the program including but not limited to the following: assists with nutritional programs including packaging, serving and delivery of meals. Assists with packing and moving containers loaded with meals and may deliver meals to clients. May assist with duties in the Chore Maintenance (performs household and maintenance tasks at home), Transportation Programs (driver) and assist with activities and events at the Senior Centers.

Essential Functions

1. Assists with meal packaging and responsible for the loading and unloading of meal containers into vehicles.
2. Assists with clean-up of work areas, and vehicles.
3. Assists with serving food and related duties.
4. Delivers meals to senior citizens homes.
5. Operates and maintains the County vehicles and other equipment in a safe and secure manner. Maintains mileage reports.
6. Maintains daily client records of services provided, required records, reports, and other documents for local and grant funding.
7. Provides social contact with seniors in a courteous manner; observes clients, noting any unusual behavior, incoherent speech, complexion changes or other conditions and reports such behavior immediately to the supervisor.
8. Completes and submits records and information on the clients, including noting any unusual behaviors and conditions.
9. Submits all donations and distributes reports.
10. Assists with Senior Center activities and programs including offering telephone reassurance, and participating with special activities such as bingo, parties, picnics, annual Senior Celebration.
11. May perform household maintenance tasks including yard work, minor household repairs, and seasonal maintenance tasks such as installing weather stripping, screens or storm windows and strenuous cleaning activities.
12. Work with and assists others in the Senior Programs as assigned.

Other Functions

1. None listed.

*This list may not be inclusive of the total scope of job functions to be performed.
Duties and responsibilities may be added, deleted or modified at any time.*

*Senior Program Worker-Health Department
BOC #288-08, 8-28-08*

Employment Qualifications

Education: High School Graduation or equivalent. General knowledge of household maintenance and repairs desirable.

Experience: Prefer some prior experience working with senior citizens. Prior experience in food handling desirable.

Other Requirements: Valid State of Michigan drivers' license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job related selection or promotional criteria.

FLSA Status: Non-exempt

Workers Compensation Code: 9058

Occupational Employment Statistical Code: 65038

Physical Requirements: *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

Ability to travel throughout the county to senior homes.

Ability to walk over uneven surfaces to access client's homes.

Ability to climb stairs to access client's homes

Ability to lift, push and pull furniture in order to perform cleaning tasks.

Ability to climb step ladders to perform cleaning tasks.

Ability to stoop and bend to pack hot boxes and coolers.

Ability to move and lift hot boxes and coolers weighing up to 50 lbs.

Ability to stand for prolonged periods of time while participating in program and clean-up activities.

Bending, stooping, and crouching in order to perform various cleaning tasks.

Ability to effectively communicate with senior citizens and other members of the public.

Ability to run mowers and related yard maintenance equipment.

Ability to lift lumber for ramps and stairs.

Ability to lift heavy bags of salt.

Ability to repair roofs and gutters.

Working Conditions:

Travels throughout the area to visit clients in their homes.

Works in cramped positions to perform cleaning tasks.

Exposure to various chemical cleaning products.

Exposure to homes of various states of cleanliness and hygiene.

Exposure to hot trays of food.

Works outside in varying weather conditions.