

LAPEER COUNTY JOB POSTING

DEPARTMENT: PUBLIC HEALTH

Position Title: Personal Care Aide # TBD

- Covered by Collective Bargaining Agreement
 Not Covered by a Collective Bargaining Agreement

Job Responsibilities: See Job Description

Provides personal care and respite services in client's homes to allow the client to remain in his/her home environment.

Qualifications & Requirements: (Also see Job Description for said position)

Education: High school diploma or equivalent

Experience: Successful completion of a nurse's aide course provided through a vocational, technical or other recognized education program. Prefer one year of experience as a nurse's aide.

Hours of Work per Week: 10-28

- Full Time
 Part-Time
 Variable

Rate of Pay:

Annual Salary \$ _____ OR

| | | | |
|---------|----------|-----------------|-----------------------------------|
| Hourly: | Entry | \$ <u>13.56</u> | |
| | Step I | \$ <u>14.70</u> | <i>(after 1 year anniversary)</i> |
| | Step II | \$ <u>15.82</u> | <i>(after 2 year anniversary)</i> |
| | Step III | \$ <u>16.97</u> | <i>(after 3 year anniversary)</i> |

County Benefits: Eligible
 Not Eligible

Apply: Submit County Application (Must be complete)
 Submit County Application AND Resume (Must be complete)

To: LAPEER COUNTY HEALTH DEPARTMENT
Attn: TAMI TIETZ
1800 IMLAY CITY ROAD
LAPEER, MI 48446

Application Deadline: Date: _____ Time: _____

May Remain Open Until Filled

EOE

| |
|---------------------|
| Posting Date: _____ |
| Removed: _____ |

LAPEER COUNTY HEALTH DEPARTMENT

JOB POSTING

Position: Personal Care Aide

(Variable hours/10-28 hrs. per week) No weekends or holidays, 8-5.

Job Responsibilities: See attached Job Description. Provides personal care and respite services in client's homes to allow the client to remain in his/her home environment.

Qualifications & Requirements:

Education: High school graduation or equivalent and successful completion of a nurse's aide course provided through a vocational, technical or other recognized education program. Prefer one year of experience as a nurse's aide.

Must be able to travel throughout the county to visit clients in their homes.

Compensation:

Salary: Entry level: 13.56/hour and mileage reimbursement for travel.

Supply application and resume to:

Lapeer County Health Department
1800 Imlay City Road
Lapeer, MI 48446
Attention: Tami Tietz

Application Deadline: Open Until Filled.

Pos: #335 & #345, BOC #

Internal Use Only

Posted: _____

Removed: _____

LAPEER COUNTY

HEALTH DEPARTMENT

PERSONAL CARE AIDE

General Summary

Under the supervision of the Senior Programs Director, provides personal care services to County residents to help keep the client in his or her home environment. Receives and carries out specific directions for individualized personal health care provided by a Public Health Nurse.

Essential Functions

1. Permits clients to make choices related to their care within the framework of the plan and reports requests outside of the plan of care to the supervisor.
2. Assists with personal care such as bathing, hair care, dressing, shaving, grooming, and other personal hygiene tasks.
3. Assists clients with ambulation, range of motion exercises, and other activities.
4. Performs light housekeeping activities in the client's home such as changing beds, dusting, vacuuming, washing dishes, cleaning bathrooms and kitchens, and doing laundry.
5. Maintain daily client records of personal care services provided and records observation of client's well being.
6. Instructs clients on proper hygiene and encourages the taking of prescribed medications and following other components of care plan.
7. Empties portable toilets, disposes of adult diapers, takes out trash, and performs related tasks to assist clients in daily living activities.
8. Listens to concerns, engages in general conversation with clients, and provides companionship to clients.
9. Reports all issues of concern related to client care, changes in condition, abuse, neglect, and scheduling to the supervisor.
10. Maintains required documentation of personal care services provided.
11. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

Other Functions

12. None listed.

This 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.

Employment Qualifications

Education: High School graduation or equivalent and successful completion of a nurse's aide course provided through a vocational, technical or other recognized education program.

Experience: Entry level position. Three month break-in period. Prefer one year of experience as a nurse's aide.

Other Requirements: Possession of a valid Michigan driver's license. Prefer Michigan long term certification or home health aide experience.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in the 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

Worker's Compensation Code: 8835

Occupational Employment Statistical Code: 66011

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 accommodation will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].

- Ability to travel throughout the county.
- Ability to walk over uneven surfaces to access clients' homes.
- Ability to climb stairs to access clients' homes.
- Ability to provide physical assistance to clients and assist with walking, rising from chairs, and other physical assistance.
- Ability to life medical equipment and other items.
- Stooping, kneeling, and reaching in order to assist clients.
- Ability to push clients in wheelchairs.
- Ability to enter and access information using a computer
- Ability to travel throughout the County to various locations.

Working Conditions:

- Travels throughout the area to visit clients in their homes.
- Exposure to clients with various medical conditions.
- Exposure to homes of various states of cleanliness and hygiene.