

# Cascade County

## Job Vacancy Announcement

<b>Position: Respite/Homemaker Provider</b>	<b>Closing Date: Open Until Filled</b>
<b>County Dept.: Aging Services</b>	<b>Dept. Admin.: Kim Thiel-Schaaf</b>
<b>Type of Position: Full-Time, Permanent</b>	<b>Salary: \$10.50 per hour \$11.75 per hour with CNA Certification</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Respite/Homemaker Provider (Provider) is responsible for providing both respite care and homemaker duties to a variety of clients receiving services from the Aging Services Department (Aging Services). The Provider will provide necessary respite care support to primary caregivers who are caring for older persons with cognitive issues and/or other chronic or disabling health issues through a short-term, temporary break from their caregiver responsibilities. The Provider will also provide homemaker services to Aging Services clients who are over sixty (60) years of age and are in need of assistance with light housekeeping duties. The needs of the clients are diverse and vary on a case-by-case basis. The Provider may, at times, be required to transport Aging Services clients to and from appointments, grocery and personal shopping or assist with other services and perform other duties as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Respite/Homemaker Provider will perform light housekeeping duties including, vacuuming, sweeping, mopping, dusting, changing beds, cleaning bathroom toilets, scrubbing showers/bathtubs and general dishwashing, occasional extensive cleaning duties to include, defrosting of freezers, cleaning refrigerators, washing, drying, folding and ironing of clothes, if necessary, driving clients to do personal and grocery shopping or do the shopping for them, respite clients may need assistance with feeding, toileting, walking and other activities normally associated with the provision of care provided by a Certified Nursing Assistant, transport clients to and from medical appointments on occasion, required to keep case notes and other essential documentation on all visits and time spent with clients, excellent customer service skills, establish and maintain effective working relationships with other employees, management, clients, family members, business and medical professionals, the general public, attendance at work is an essential function of this position, responsible for cash handling and proper receipting, perform other duties as required or assigned.

**Knowledge and understanding of:** Cleaning duties which include operation of vacuum, broom, mop, laundry machines, iron and dishwasher, properly folding clothes, operating a motor vehicle safely, confidentiality standards and principles, safety and security procedures, personal care and safety standards and principles when working with impaired and/or at-risk individuals.

**Skills in:** Assessing client needs, time management, observation and reporting.

**Ability to:** Possess and maintain an understanding and caring attitude toward older persons, work independently and as a member of a team, work collaboratively with management and co-workers, speak clearly and persuasively in positive or negative situations, read and interpret written information, complete work in a timely manner and meet established timelines and/or deadlines, deal with frequent change, delays or unexpected events, practice excellent time management and organizational skills, adhere to strict standards of confidentiality, follow verbal and written instructions, observe established lines of authority, observe work hours and demonstrate punctuality, work collaboratively with management and co-workers, practice good public relations in support of the Aging Services Department and its functions, identify problems that adversely affect the organization and its functions and offer positive suggestions for improvement, interact with the public or other employees in a professional, respectful and courteous manner, interact with challenging individuals and display sound judgment under stressful situations, report changes in client's behavior and/or demeanor to keep supervisor or family or caregiver fully informed, accept responsibility and be self-motivated, safely drive in all types of weather conditions, accurately and appropriately handle cash.

### EDUCATION AND EXPERIENCE

*The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have:*

**Education/Experience/Training:**

- High School Diploma, HSE or a GED is required.
- Two (2) years of progressively responsible employment experience providing assistance and cleaning services for older persons.
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**Certifications:**

- Valid Driver's License issued by the State of Montana.
- Current State of Montana Certified Nursing Assistant registration required or the ability to obtain within six (6) months of hire.

*The successful applicant shall serve a 6-month probationary period and may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (**Part 4**) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**