

Cascade County

Job Vacancy Announcement

| | |
|--|--------------------------------------|
| Position: Home Attendant | Closing Date: August 16, 2013 |
| County Department: Aging Services | Dept. Admin.: Rob Rung |
| Type of Position: Full-Time | Salary: \$8.80 |
| Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov 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. | |

POSITION DESCRIPTION

Home Attendant is responsible for performing light housekeeping duties for clients over the age of 60; will assist clients with grocery or personal shopping and may transport clients to and from some medical appointments; will be in contact with clients, family members, business and medical professionals several times a week.

JOB REQUIREMENTS

Knowledge and understanding of: Light housekeeping duties from vacuuming, sweeping, mopping, dusting, changing beds, cleaning bathroom toilets, scrubbing showers/bathtubs, and cleaning dishes; occasional extensive cleaning duties to include, defrosting of freezers, cleaning refrigerators, washing, drying, folding, and ironing of clothes; if necessary; drive clients to do personal and grocery shopping or do the shopping for them; transport clients to and from medical appointments on occasion; uses excellent customer service skills; establishes and maintains effective working relationships with other employees, management, clients, family members, business & medical professionals, and members of the public; attendance at work is an essential function of this position; responsible for cash handling and proper receipting; confidentiality; observing safety and security procedures.

Skills in: Housekeeping chores (vacuum, mop, dishwasher, washer and dryer); assessing clients' needs; time management; observation and reporting.

Ability to: Have an understanding and caring attitude toward senior citizens; be a team player; speak clearly and persuasively in positive or negative situations; read and interpret written information; complete work in a timely manner; meet established timelines and/or deadlines; work independently; deal with frequent change, delays or unexpected events; excellent time management and organizational skills; adhere to standards of confidentiality; follow verbal and written instructions; observe work hours; demonstrate punctuality; work collaboratively with management and co-workers; practice good public relations in support of the Aging Services Department and its functions; observe established lines of authority; identify problems that adversely affect the organization and its functions and offer suggestions for improvements; promptly respond and handle difficult or emotional complaints from the public while maintaining your own composure; report changes in client's behavior and/or demeanor to Supervisor so family or caregiver can be advised; drive in all weather conditions; handle cash properly.

EXPERIENCE AND EDUCATION REQUIREMENTS

The foregoing knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have (2) years' experience in cleaning **or** two (2) years working with senior population. Applicant must possess a valid driver's license issued by the State of Montana.

The successful applicant must 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 and Employment Preference Form or DPHHS Handicap Certification 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