

Our Mission: To provide resources and support for Wexford County residents, sixty and over.”



Serving Wexford County seniors  
Since 1975.

## HOME HEALTH AIDE JOB DESCRIPTION

We are looking for a compassionate Home Health Aide to provide assistance with daily living and personal care services in clients' homes.

Our agency's unique flexibility and dynamic work team set us apart. We welcome the opportunity to discuss the ways Wexford Council on Aging can provide a rewarding work experience. Home Health aides provide a safe environment by assisting with daily activities.

Part-Time and Full-Time positions currently available. Whether you want to see clients daily or schedule around your family time; let the flexible scheduling of Wexford COA work for you!

**When applying please provide both a completed application and resume. Application can be picked up at our office in Cadillac or found online at [wexfordcoa.org](http://wexfordcoa.org)**

### **Responsibilities (Necessary Training provided)**

- Assist with ADLs, as needed, to include: Bathing, Grooming, Dressing, Hair Care, Skin Care, Oral Care, Shaving, Toileting, Incontinence Care, and Transferring.
- Assist with ADLs, as needed, to include: light housekeeping tasks (Dusting, Vacuuming, Sweeping, Mopping, Cleaning Bathroom, Cleaning Bedroom, Cleaning Kitchen, Changing Linens, Washing Dishes, taking out the Trash, Laundry), Meal Preparation, and Shopping
- Observing client needs, documenting tasks, and effectively communicating with supervisor concerning any changes in client conditions, needs, and home environment.
- Provide social and emotional support for clients.
- Provide assistance maintaining a clean, healthy, and safe living environment so that clients have the ability and choice to remain in their own homes.
- Provide caregivers respite to run errands and relax.
- Ability to travel and navigate yourself to and from client's home throughout Wexford County.



**Home Health Aide Requirements/Skills:**

- 1-year previous experience (preferred)
- Training Provided
- Critical thinking skills
- Ability to connect with clients one-on-one
- Compassionate and caring demeanor
- Excellent Communication Skills
- Excellent and Reliable Attendance
- Reliable transportation
- Comfortable driving in ALL weather conditions
- Valid driver's license/car insurance
- Ability to work independently
- Ability to follow instructions
- Ability to pass a drug screening/background check
- Must be compassionate, patience, flexible, and tolerant
- Ability to maintain reliable child care.
- Ability to support a minimum of 70 pounds with occasional lifting of over 100 pounds
- Ability to stand, walk, twist, bend, push, kneel, and stretch.
- Ability to use a telephone call in-system

Apply on our website or stop by the office for an application.