

Ninilchik Senior Citizen's, Inc.
Job Description

Position Title	Homemaker/ Helper
Hourly Pay Range	To Be Determined
Hours Per Week	Twenty (20)
Days Per Week	Four to Five (4-5): Mon- Fri
Probation Period	Six (6) months
Supervised By	Senior Center Director

Introduction

This position is customized to meet a cross section of needs to help seniors with household chores such as laundry, cleaning, washing dishes, making beds, meal preparation and running errands. This position requires compassion for the elderly and flexibility in scheduling.

Qualifications

- Be 18 years of age or older
- High school education
- Must be physically able to lift a minimum of 50 pounds.
- Driver License and clean driving record
- Pass background check

Responsibilities & Duties

- Take CPR, First Aid, and other trainings as required for position
- Go into senior's home to assist with vacuuming, making beds, dishes, sweeping, mopping, bathroom cleaning, laundry and other housework and chores as requested.
- Be ready to help with what is most needed and evaluate the need
- Record in a daily log what you do.
- Drop paperwork off at the Senior Center at the end of each week.
- Inform Senior Center Director of needs and issues
- Be aware of in home seniors needs and concerns, report to state agencies and others as needed
- Backup delivery driver for Center
- Train back-up helpers, as needed to cover absences
- Perform other duties as assigned