

“West Central MN Communities Action, Inc., a resource agency, is dedicated to reducing the effects of poverty and helping people achieve self-sufficiency, and improving the quality of rural life.”

Employee Name		Division
		Family & Community Services
Job Title	Job Classification Code	FLSA Status
Lead Chore Service Maintenance Provider	Grade	Nonexempt
Reports to:		FTE
Aging Well Coordinator		Full-time
Employee's Signature		Date
Supervisor's Signature		Date

PRIMARY FUNCTIONS

Under the direction of the Aging Well Coordinator, performs household chores and light maintenance duties for households of those 65+ years and older, who are in need of such services. Assist in volunteer recruitment, program establishment and program availability awareness. Performs related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Participate in all required training including First Aid and CPR
- Knowledge of household safety
- Ability to perform basic household and light maintenance tasks
- Ability to organize work effectively and efficiently

AGENCY EXPECTATIONS

- Adhere to Agency policies and procedures.
- Acts as a role model within and outside the Agency.
- Provide friendly, responsive service to the public, community organizations and to those we serve.
- With a respectful and positive attitude, work with low-income individuals and families with diverse backgrounds.
- Support, develop and maintain productive relationships required to carry out job activities.
- Demonstrate flexible and efficient time management.
- Maintain the security and confidentiality of all records and interpersonal interactions.
- Ability to retain confidentiality of home conditions and situations
- Serve as an advocate.
- Work effectively and cooperatively with community partners and co-workers.
- Participate in Agency-wide and program events.

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QUALIFICATIONS

Minimum

- 3 years of experience performing basic household tasks and light maintenance in a residential setting
- Excellent communication skills; verbal and written
- Strong organizational skills
- Desire to conduct human service activities
- Proof of valid driver's license and current/adequate vehicle insurance coverage

Preferred

- Demonstrated understanding of diverse backgrounds and cultures
- Experience with volunteer recruitment and working with volunteers

REPORTING TO THIS POSITION ARE:

There are no employees reporting to this position. The Lead Chore Service Maintenance Provider will provide guidance to volunteers also providing chore services.

ESSENTIAL FUNCTIONS

1. Performing basic repairs of the furnace, air conditioning, electrical and/or plumbing that do not require a specialized technician to include changing light bulbs, fuse boxes etc.
2. Repairing cracks in sidewalks or driveways
3. Complete simple projects such as window or flooring repair, among others
4. Maintain the exterior throughout the seasons
5. Clean out rain gutters
6. Remove fallen branches or other parts of the landscaping
7. Maintain aspects of HVAC system by changing filters and performing routine maintenance and inspection
8. Maintain lawn to include mowing lawn, snow removal, etc.
9. Desire to work with clients and accommodate requests
10. Build relationships with volunteers and clients to ensure a continuum of services
11. Keep immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention, so that prompt corrective action can be taken as needed.
12. Perform other duties and responsibilities as assigned by supervisor.

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AMERICANS WITH DISABILITY SPECIFICATIONS

Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance, stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.