

Columbia Housing Authority
EMPLOYMENT VACANCIES

Deadline for applications for all positions: May 17, 2019

All fulltime positions include State Benefits (Health, dental, life, SCRS Retirement)

Salary:\$24,731.20 - \$26,000.00

HOMEMAKER / HOME HEALTH AIDE

Department: Senior Services
Division: Housing Management
Reports to: Senior Service Coordinator
Pay Grade: 8
Classification: Non-Exempt

GENERAL STATEMENT OF JOB

Under frequent supervision, assists primarily elderly residents in managing household tasks. Assists with Senior Services programs.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides general household cleaning services to elderly residents to include sweeping, dusting, changing bed linens, defrosting and cleaning refrigerators, cleaning ranges, disinfecting bathrooms, and light laundry as needed.

Assists residents by providing instruction on practical methods to manage household tasks.

Provides assistance, motivation, and stimulation to prevent physical and/or mental deterioration in residents.

Provides emotional support and encouragement to individuals and their families who are overwhelmed by catastrophic illness or disability.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other agency personnel, residents, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED supplemented by one to two years of general custodial/home health aide experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a vehicle, heavy equipment, hand and power tools, etc. Must be able to exert up to twenty pounds of force occasionally and/or frequently to lift, carry, push, pull or otherwise move objects. Physical demands are in excess of those for sedentary work; work involves walking or standing for periods of time, stooping, kneeling, crouching, pushing, pulling, climbing, and performing manual tasks. Must be able to lift and/or carry weights of up to 100 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of policy and procedure manuals, equipment manuals, etc. Requires the ability to speak with and before others with clarity, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and to understand and implement basic shop machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, and to determine time.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using tools; to operate motor vehicles and heavy equipment.

Manual Dexterity: Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing in uncomfortable physical conditions and under stress when confronted with emergency situations or tight deadlines. Worker may be subject to danger or risk to a moderate degree.

Physical Communications: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Housing Authority as they pertain to the performance of duties of the Homemaker/Home Health Aide. Is knowledgeable in the laws, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the standard tools, materials and practices of the trades. Has skill in the care and use of required tools and equipment. Is able to make minor repairs and adjustments to equipment. Has knowledge of the occupational hazards and safety precautions of the trades. Has the ability to offer assistance to co-workers and employees of other departments as required. Has the mathematical ability to handle required calculations. Has the ability to use independent judgment as needed in performing routine tasks. Is able to read materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments and members of the public through contact and cooperation. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all Housing Authority departments, co-workers and the public.

Quantity of Work: Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the Housing Authority.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, Housing Authority policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to Housing Authority policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Housing Authority policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the organization.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual benefit. Contributes to maintaining high morale among all Housing Authority employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the organization and to project a good Housing Authority image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the organization. Emphasizes the importance of maintaining a positive image within the organization. Interacts effectively with higher management, co-workers and the public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Housing Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Interested applicants should send a CHA application or resume to Human Resources, CHA, 1917 Harden Street, Columbia, SC 29204