



Valley Housekeepers Needed

- Location:** Various counties within Minnesota:
Polk, Norman, Pennington, Roseau, Red Lake,
Marshall, Mahnomen, and Clay.
- Schedule:** Offers a very flexible schedule – which will vary.
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To Apply:

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Please see the following job description (below) for a more detailed view of the necessary knowledge, skills, and abilities needed for this position.

Tri-Valley Opportunity Council, Inc. is an Americans with Disabilities Act / Affirmative Action / Equal Opportunity Employer



HOUSEKEEPER

Reports to: Area Coordinator and Program Manager **Division:** Program Operations
Department: Senior Programs **Program:** Valley Housekeeping
Classification: Nonexempt **Grade:** 2

The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

SUMMARY OF PRIMARY FUNCTION

Provide housekeeping, laundry, grocery shopping, essential errands, and seasonal housecleaning for seniors and individuals with disabilities who are unable to independently complete these tasks due to physical or mental limitations. Must have reliable transportation in order to travel to clients’ homes in the surrounding area. Must be knowledgeable of the purpose of the Valley Housekeeping Program and its intent for the clients served.

ESSENTIAL FUNCTIONS

Provide Housekeeping Services Offered by the Program to Assigned Clients

1. Provides housekeeping services according to the standards set by Valley Housekeeping.
2. Positively represents the Corporation and Program, remaining professional and respectful to clients at all times.
3. Contacts assigned clients to arrange for and maintain a regular schedule for providing needed services.
4. Completes work assignments in accordance with individual clients’ needs and tasks.
5. Completes assigned tasks in allotted amount of time.
6. Runs errands and does grocery shopping as requested by the client.
7. Understands program limitations and/or requirements (transporting clients is NOT allowed, will not use step stools with more than one step, ladders, etc.)
8. Understands that meal planning and preparation may be a part of assigned duties.
9. Ability to adapt to and be flexible in a variety of situations when working with people.
10. Ability to establish a work schedule and follow it.
11. Ability to provide high quality housekeeping services acceptable to the client and supervisor.
12. Must have some form of communication in order to maintain in contact with clients and the office.

Communication/Record Keeping

1. Attends quarterly and annual staff meetings and other required trainings as needed.
2. Informs coordinator/program manager of changes in clients’ need for services (i.e. illness, rescheduling, absent from the home, death).
3. Completes activity reports, work records, and mileage logs as required and returns them to the headquarters office according to the schedule.
4. Ensures that work records are filled in properly with tasks completed and time spent at each client’s home before asking client to sign.
5. Participates in periodic performance appraisals.

Miscellaneous

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.

8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

MINIMUM REQUIREMENTS

1. Must be at least 17 years of age.
1. Two years experience in performing housekeeping tasks.
2. Must have reliable transportation to and from clients' homes and to attend minimal meetings and trainings at other locations as required.
3. Good verbal communication skills.

PREFERRED REQUIREMENTS

1. Experience working with individuals with disabilities and/or the senior population.
2. Experience working as a Home Health Aide or Personal Care Assistant in the client's home.
3. Ability to communicate fluently in English and Spanish, verbally and in writing.
4. Proof of valid driver's license and current/adequate vehicle insurance coverage.

PHYSICAL DEMANDS / WORK CONDITIONS

1. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
2. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.
3. The work environment involves moderate risks requiring special safety precautions at times, ie: working with contagious diseases and harmful equipment such as needles. Employees may be required to use personal protective equipment such as gowns, masks, gloves, or goggles.
4. Requires sitting, standing and stooping. Requires normal range of hearing and vision.
5. Lifting: Requires the ability to lift a minimum of 20 pounds and up to 30 pounds.
6. Carrying: Requires the ability to carry a minimum load of 20 pounds and up to 30 pounds.
7. Push/Pull: Requires the ability to perform pushing and pulling activities, ie: vacuum, requiring a horizontal force of up to 25 pounds on a frequent basis.
8. Posture/Movements: Individuals perform activities in a seated and standing position on an occasional basis and walking activities on a frequent basis. A majority of the individual's workday is spent on the feet in an activity requiring walking or standing in place.
9. Bending: Requires the ability to bend at the waist on a frequent basis.
10. Turn/Twist: Requires the ability to twisting at the waist to either the right or the left on a frequent basis.
11. Kneeling/Squatting: Requires the ability to perform work in a kneeling/squatting position on an occasional basis; such as washing floors, bathtubs, or ovens on hands and knees.
12. Crawling: Requires the ability to perform activities while crawling on occasion.
13. Climbing: Requires the ability to climb stairs as needed to perform the essential functions of the position. This may range from several steps in the entry way up to two flights of stairs inside the home, depending on the type of activity performed and house design.
14. Reaching: Requires the ability to reach away from the body, above and below chest level, on a continuous basis.
15. Grasping/Pinching: Requires the ability to use hands to grasp/pinch items on a continuous basis.

ACKNOWLEDGEMENT

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) _____

Employee Signature _____ Date _____