



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Personal Care Aide

Position Type: Part-time, hourly, non-exempt

Hours: Up to 29 hours/week

Location: Menominee County, MI

Benefits: Benefits include paid time off, 403(b) retirement plan and access to our Employee Assistance Program.

Job Summary: The Personal Care Aide is primarily responsible for providing in-home assistance with daily living activities and routine household tasks for participants with functional limitations.

Qualifications:

1. High school diploma or equivalent required
2. Dependable transportation and willingness to travel
3. Experience providing assistance to individuals with functional limitations in their homes

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.



Job Title: Personal Care Aide
Program: Senior Services
Location: Delta & Menominee Counties
Classification: Non-exempt, hourly

Revised: 7/2025
Reports To: In-Home Services Manager
Supervises: None

POSITION OVERVIEW

The Personal Care Aide is primarily responsible for providing in-home assistance with daily living activities and routine household tasks for participants with functional limitations. Responsibilities may include weekend on-call rotation.

EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Experience providing assistance to individuals with functional limitations in their homes

REQUIRED SKILLS/ABILITIES

- Strong communication skills
- Ability to make decisions while under pressure or in emergency situations
- Dependable transportation and willingness to travel
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Assist participants with daily living activities (bathing, laundry, meal preparation, shopping, etc.)
- Perform light housekeeping tasks (dusting, vacuuming, mopping floors, cleaning bathrooms and kitchens, making beds, etc.)
- Adhere to a work order, only performing the duties assigned on the order
- Observe, record and report changes to a participant's condition and/or home environment
- Maintain a safe working environment
- Submit accurate unit documentations, timesheets and travel vouchers according to the set schedule
- Maintain participant confidentiality
- Participate in required staff trainings and meetings
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. and their funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of driving a vehicle
- Must be able to stand, bend, rotate and lift
- Must be able to exert up to 100 pounds of force occasionally and 50 pounds of force frequently
- Possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.