Menominee - Delta - Schoolcraft Community Action Agency
Helping People. Changing Lives.

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

Job Title: Home Upkeep Assistant
Position Type: Part-time, hourly, non-exempt
Hours: Up to 29 hours/week
Location: Menominee County, MI

Pay Range: $17.50 - $20.00

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

Job Summary: Help individuals maintain safe, comfortable homes by providing household assistance

Qualifications:

- Complete approved cleaning, organizing, laundry, and simple meal preparation.
- Assist with light yard work, gardening, and seasonal cleanup.
- Provide pre-approved errands, shopping, and non-emergency transportation as assigned.
- Work independently, follow work orders, maintain confidentiality, and report safety concerns.
- Housekeeping, yard work, or related experience preferred; high school diploma or equivalent preferred.
- Must meet background check requirements and physical demands, including exerting up to 50 pounds of force frequently. Valid driver's license, reliable transportation, and auto insurance required when driving is assigned.

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/uu1ZH6HJ

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.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

Job Title:	Home Upkeep Assistant	**Revised:**	6/2026
Program:	Senior Services/Private-Pay Home Services	**Reports To:**	In-Home Services Manager
Location:	Assigned Service Area	**Supervises:**	None
Classification:	Non-exempt, hourly		

POSITION OVERVIEW

The Home Upkeep Assistant provides private-pay, task-based household and home-upkeep support to help individuals maintain a safe, comfortable, and well-managed living environment. Services are completed only when approved through a service agreement, work order, or supervisor direction. This position is intended to support the home environment and does not replace Home Care Assistance, Respite Care, or Homemaking services.

EDUCATION & EXPERIENCE

- High school diploma or equivalent preferred.
- Experience in housekeeping, household management, organizing, yard work, basic home upkeep, customer service, or a related field preferred.
- CPR/First Aid certification preferred.
- Valid driver's license, reliable transportation, and proof of auto insurance required when travel, errands, or transportation are assigned.

REQUIRED SKILLS/ABILITIES

- Strong communication skills and the ability to interact professionally with clients, caregivers, families, and agency staff.
- Ability to follow a written work order and perform only the tasks authorized for the visit.
- Ability to work independently, manage time, and complete tasks safely and efficiently.
- Ability to recognize and report safety concerns, changes in the home environment, or other issues that require supervisor follow-up.
- Dependable attendance, reliable transportation, and willingness to travel within the assigned service area.
- Ability to maintain confidentiality and professional boundaries at all times.
- Must submit to required criminal background checks and meet agency hiring standards.

DUTIES/RESPONSIBILITIES

- Perform approved routine housework, general cleaning, organizing, laundry-related tasks, meal setup or simple meal preparation, and other household tasks as assigned.
- Perform approved outdoor or property-support tasks such as light yard work, lawn care, gardening, raking, seasonal clean-up, or non-hazardous garage clean-outs, when authorized and safe to complete.
- Complete occasional errands, shopping, delivery, or non-emergency transportation only when pre-approved by the supervisor and included on the client's work order or service agreement.
- Provide non-clinical wellness check-ins and report concerns to the supervisor or designated contact as directed; staff do not perform medical assessments or make medical decisions.
- Adhere to the work order and service limitations, performing only the duties assigned and approved for that client.

- Maintain a safe working environment by identifying unsafe conditions, using appropriate precautions, and stopping work when conditions are unsafe.
- Submit accurate documentation, service notes, timesheets, travel vouchers, and other required records according to agency procedures.
- Maintain client confidentiality and comply with all agency policies, procedures, and funding or program requirements applicable to private-pay services.
- Participate in required staff trainings, meetings, and supervision.
- Perform other duties as assigned within the scope of the Home Upkeep & Task Support service.

SERVICE BOUNDARIES / NON-ALLOWABLE TASKS

- No bathing, dressing, grooming, toileting, feeding, transferring, ambulation assistance, incontinence care, or other hands-on personal care tasks.
- No skilled nursing, wound care, medication setup, medication administration, medical treatment, or clinical monitoring.
- No respite care, behavioral supervision, or responsibility for client safety in place of a primary caregiver.
- No emergency medical transportation. Non-emergency transportation must be approved in advance and must meet agency policy and insurance requirements.
- No handling of client cash, credit/debit cards, banking information, keys, valuables, or prescription medications unless specifically authorized by written agency policy.
- No unsafe, hazardous, or specialized work such as pest remediation, mold remediation, biohazard clean-up, major repairs, roofing, electrical/plumbing work, chainsaw use, or tasks requiring unsafe ladder use.
- No work in environments that present threats, abusive behavior, unsecured aggressive animals, unsafe access, or other conditions that place staff at risk.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of driving may be required.
- Must be able to stand, walk, bend, rotate, push, pull, reach, and lift as required for assigned household and home-upkeep tasks.
- Must be able to exert up to 50 pounds of force frequently, consistent with agency safety policy and assigned duties.
- May be exposed to cleaning products, dust, pet dander, outdoor conditions, inclement weather, and hazardous driving conditions.
- Must be able to determine when a task is unsafe and contact the supervisor for direction.

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.