



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/Homemaker 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/Homemaker 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/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: 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 and its 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.



Job Title: Homemaker 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 Homemaker Aide is primarily responsible for performing routine household tasks for participants with functional limitations. Homemaking does not include personal care tasks.

EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Experience in housekeeping or household management

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

- Perform light housekeeping tasks (laundry, 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 and its 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 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.