



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

September 3, 2019

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position at the **Marion Senior Center**.

Homemaker (Personal Shopper) – This is a part-time non-exempt position (10-20 hrs per week) with a pay rate of \$11.02 per hour. Job Description is attached.

Note: - Must have excellent customer service skills, good math and problem-solving skills, as well as strong organizational skills.

- Must be at least 21 years of age and have 5 years of driving experience.
- Must have a valid Ohio Driver's License without restrictions of any privilege to drive at any time and must be free from any requirement of High-Risk Liability Insurance.
- Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, September 5, 2019 at 8:00 am

Application Closing Date/Time: Thursday, September 19, 2019 at 4:00 pm

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title: **HOMEMAKER**
Department: **SENIOR CENTER**
Reports To: **DIRECTOR**
FLSA Status: **Non-Exempt**
Prepared By: **Human Resources**
Prepared Date: **02-05-08**
Approved By: **SENIOR CENTER DIRECTOR**
Approved Date: **02-06-08**

SUMMARY: Provides elderly clients with assistance such as shopping and errands that will allow the clients to function independently in their own homes, thereby, preventing institutional placement.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following and other duties as assigned.

- Participates in evaluating needs of individual clients and confers with Supervisor to plan for services.
- Advises and assists family members in planning for purchases; preparation of list of errands to be accomplished and scheduling errands, which include but are not limited to:
 - Grocery shopping (i.e. food and household supplies)
 - Filling Prescriptions
 - Bill Paying
- Drives to client's home; picks up list of errands and money for purchases; drives to necessary businesses, etc. and returns to client's home with purchases and appropriate receipts.
- Prepares and maintains file of client cards and minimum acceptable data per prescribed standards, i.e. records of services performed.
- Prepares and submits monthly and quarterly reports by established report dates.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience may be considered.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak clearly and distinctly and effectively present information in one-on-one and small group situations to clients, supervisors and other employees.

Mathematical Skills: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance. Ability to operate simple calculator.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations: Valid, unrestricted, Ohio Driver's License and proof of insurance required.

Other Knowledge, Skills, and Abilities: Ability to develop personal and trusting relationship with clients. Ability to enter various domiciles and businesses and competently perform assignments. Ability to drive personal vehicle, which must be in dependable running condition, in order to complete errands timely.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.