

**TITLE:** Home Care Aide

**REPORTS TO:** Homemaker Program Supervisor

**JOB STATUS:** Part-Time or Full-Time



## About Us

Chinese Mutual Aid Association (CMAA) is a fast-paced, community-based, 501(c)(3) nonprofit organization, dedicated to fostering the integration of the low-income, Pan-Asian immigrant and refugee community into the United States. Established in 1981, CMAA has been a cornerstone of the Uptown community, providing programming for generations of low-income youth, adults, and senior citizens. We offer direct services, including: afterschool & youth mentorship programming, job training & placement, elder care services, and social services such as citizenship & housing services.

## Job Description

Chinese Mutual Aid Association (CMAA) is seeking a mission driven home care aide that is dependable, trustworthy, compassionate, and caring individuals. Homecare Aide's priority is to take care of the senior clients in their homes.

## Responsibilities:

- Travel to client homes with public transportation or personal owned vehicle
- House cleaning, including kitchen, bathroom, and other areas
- Plan, prepare, and serve meals
- Remind the client to take medication
- Assist with transferring the client from bed, chair, or toilet
- Assist with bathing for the client
- Assist with transporting and escorting the client to medical visits, including doctor and pharmacy visits
- Shop for groceries under client's requirement
- Assist the client with understanding English letters and bills
- Wash, sort, and put away client's laundry
- Monitor client's daily activities, and report any unusual health conditions immediately
- Remind the client of his/her doctor appointment
- Attend all required trainings, supervisory and staff meetings
- Other duties as assigned by direct supervisor

## Qualifications

- English is required, and one of the following languages is highly preferred: Mandarin, Cantonese, Tagalog, Filipino, Vietnamese, Japanese, and Korean
- Must be 18 years of age or older
- Must be able to pass a criminal background check
- Personal transportation vehicle is highly preferred
- Experience in taking care of seniors is preferred

## Physical Demands

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include the ability to see at close range.

## **Perks**

- Competitive salary with health insurance
- Opportunities for growth and to give back to communities
- Fun, high-energy culture
- Flexible hours, based on individual schedule
- Relaxed dress code
- Access to an exceptional leadership team

Chinese Mutual Aid Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Application Process**

The position is available immediately. Interested candidates please contact Anh Nguyen at 773-784-2900, ext. 111, or [anhn@chinesemutualaid.org](mailto:anhn@chinesemutualaid.org)