



*Lilly Mae Services for Individuals with Developmental Disabilities*



## Employment Qualifications and Responsibilities:

Qualified candidates should meet the following criteria:

1. Extremely dependable and self-motivated. Our customers depend on your reliability on a daily basis
2. Minimum education – High school graduate or equivalent
3. Valid Ohio driver's license and proof of insurance and drivers abstract
4. 6 months experience in field of home maker personal care working with individuals with developmental disabilities. References required
5. Pass background check requested by BCI and FBI
6. Proof of current CPR/First Aid Certification
7. Review list of responsibilities and feel confident in ability to deliver

Responsibilities (but not limited too)

1. Cleaning
  - a. Vacuuming
  - b. Sweeping
  - c. Mopping
  - d. Mirrors / interior windows
  - e. Dishes
2. Laundry
3. Bathing assistance
4. Assistance with required health equipment
  - a. Wheel chair
  - b. Colostomy bags
  - c. Walkers and other equipment for walking assistance
5. Administering medicine base on client requirements
6. Verifying safety requirements
  - a. Extinguishers and alarms in place
  - b. Fire drill execution
7. Non-Medical transportation
  - a. Grocery
  - b. Errands
  - c. Appointments
  - d. Social events

- e. To or from Day support
- 8. Chaperoning for Community outings during shift
- 9. Serving Cincinnati metro area
  - a. Hamilton county
  - b. Butler county
  - c. Clermont county
  - d. Warren county
- 10. Verify all expected activities in our individuals service plans are documented as completed or otherwise noted
- 11. Timely reporting of daily service plan deliverables