

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

HOME AIDE

JOB DESCRIPTION

Employees in this job assist professional case workers by providing instruction, guidance, assistance, motivation, services, and training in basic child/family care and comprehensive home management methods to assist with daily living activities and increase self-sufficiency and prevent neglect, abuse, or exploitation of children and adults.

Position Code Title - Home Aide-E

Home Aide 6

This is the entry level. The employee performs a range of Home Aide assignments while learning the methods of the work.

Home Aide 7

This is the intermediate level. The employee performs an expanding range of Home Aide assignments in a developing capacity.

Home Aide E8

This is the experienced level. The employee performs a full range of Home Aide assignments and uses independent judgment to make decisions in specific work situations.

NOTE: Employees can progress to the experienced level based on satisfactory performance and possessing required experience.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Interviews clients to analyze, evaluate, and determine clients' needs, problems, and goals.

Meets with doctors and hospital dietitians to discuss clients' special dietary needs.

Instructs and trains clients in methods to prepare nutritious meals; understand, plan, and follow special dietary needs; care for clothing; care for furniture and other household equipment; and improve housekeeping techniques.

Instructs and trains clients in household money management and selective purchasing of clothing, furniture, household equipment, cleaning supplies, and other items.

Provides information about community resources and makes referrals to resolve employment, housing, health, and education issues.

Assists and trains clients in financial matters such as establishing budgets, setting up bank accounts, paying back taxes and insurance on homes, and making referrals for legal and credit counseling; may serve as a representative payee for financial transactions.

Provides training and assistance for improving and establishing clients' childcare skills.

Temporarily manages a home by caring for and supervising children; planning, shopping for, and serving meals; performing housekeeping tasks and laundry; and handling emergencies when required to live-in because of the absence or disability of a parent.

Conducts group meetings with clients for training purposes.

Encourages family members to make use of community resources.

Observes and evaluates behavior and relationships of family members, and reports observations to social workers.

Arranges medical services, housing and other services, and makes referrals to other agencies.

Transports and/or accompanies clients and families to appointments and classes.

Evaluates protective services complaints based on the environmental condition of the home and reports evaluations to professional services worker.

Coordinates information from agencies and evaluates need for emergency services with appropriate staff.

Evaluates clients' adherence to program requirements by verifying who is living in the home and reports evaluations to professional services worker.

Participates in judicial proceedings on child abuse or neglect cases by testifying in court, preparing court reports and documentation of observations, and meeting with judges and attorneys.

Confers with clients, foster parents, and others to provide forms, clothing, household articles, and other items.

In collaboration with professional services workers, aids parents to strengthen relationships to improve family life.

Monitors and assesses the clients' progress, goal accomplishments, needs, appointment records, and eligibility.

Oversees and coordinates work of various volunteers.

Provides visitation support services to children and parents; schedules and supervises approved visits between clients and children.

Serves as an advocate and role model for clients.

Assists in training others.

Maintains logs, records, and reports related to the work.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of child care techniques.

Knowledge of household management methods, including cleaning, food service and preparation, and care of clothing.

Knowledge of money management and budgeting practices.

Knowledge of the techniques of fact finding and casework interviewing.

Knowledge of household equipment.

Knowledge of living skills and self-care techniques.

Knowledge of local and state social service programs, emergency services, and community resources.

Knowledge of the social service forms.

Knowledge of socioeconomic and cultural patterns and backgrounds of clients and families.

Knowledge of coping mechanisms and stress management.

Knowledge of available medical and volunteer services.

Knowledge of mathematical methods and principles.

Ability to instruct parents in homemaking, childcare, family relations, food preparation practices, personal hygiene, health care, and in the management of grant money.

Ability to understand the behavior of children, parents, elderly, and people with disabilities.

Ability to maintain confidentiality of information.

Ability to handle emergencies.

Ability to communicate effectively.

Ability to operate a motor vehicle.

Ability to establish rapport with and motivate clients.

Ability to interview clients to clarify and evaluate needs.

Ability to review case information and draw conclusions.

Ability to achieve service plan goals as established by the professional services worker and agreed upon by the client.

Ability to interpret and apply federal, state, and county laws; departmental rules, regulations, policies and procedures; and program manuals.

Ability to perform mathematical computations.

Ability to act as a liaison on behalf of the client between agencies, service providers, and community organizations.

Ability to instruct clients on the techniques of self-care and living skills.

Ability to make presentations before clients and community, volunteer, and civic groups.

Ability to maintain favorable public relations.

Ability to prepare and maintain records related to the work.

Working Conditions

The job requires direct contact with clients.

The job requires travel.

Some jobs require occasional live-in (24 hour) assignments.

Some jobs require providing services in the client's home.

Some jobs are located in a mental health facility or social services facility.

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

Education

Education typically acquired through completion of high school.

Experience

Home Aide 6

No specific type or amount is required.

Home Aide 7

One year of experience equivalent to a Home Aide 6.

Home Aide E8

Two years of experience equivalent to a Home Aide, including one year equivalent to a Home Aide 7.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Possession of a valid driver's license.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

HOMEADE

Job Code Description

HOME AIDE

Position Title

Home Aide-E

Position Code

HOMEADEE

Pay Schedule

E42-001

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07/05/2026