

## FEE-FOR-SERVICE WORKER JOB DESCRIPTION

### Title:

Handi-Helper/Fee-for-Service Worker

### Purpose:

The Handi-helper Program is a year-round program designed to aid seniors in finding people to do home Cleaning and yard maintenance work and odd jobs at reasonable rates.

### Qualifications:

- Experience in working with seniors/general public
- Must be polite and considerate
- Must be able to take direction and follow through without supervision
- Knowledge of use of any equipment required to complete the task
- Knowledge in the area of the task to be performed
- Clean Criminal Record & Vulnerable Persons Check upon hiring
- Clean Adult Abuse Registry Check upon hiring
- Must be able to get to and from client's residences independently

### Duties and Responsibilities:

- To perform tasks in a professional manner
- To provide services at established rate
- To complete tasks assigned
- Ensure that the task will be done in a satisfactory manner
- Complete all necessary paperwork as advised by office staff
- To record hours and submit to Resource Coordinator at month end
- Inform office staff of any changes to their assigned clients and/or duties

### Length of Commitment:

- As determined by client requests