

LHCS

P.O. Box 294

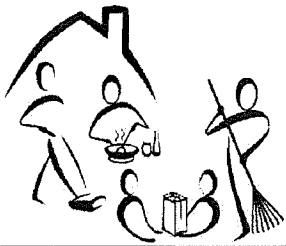
Litchfield, CT 06759

Email: coordinator@choreserviceh.org

The Litchfield Hills Chore Service invites interested person to apply for the Chore Executive Director position. LHCS is an equal opportunity employer.

Mission Statement:

"The Litchfield Hills Chore Service provides an affordable way for seniors to receive extra assistance in order to remain comfortably and safely in their own home, as long as possible"



LITCHFIELD HILLS CHORE SERVICES, INC.

POSITION TITLE: EXECUTIVE DIRECTOR	SUPERVISORS TITLE: CHORE PRESIDENT/CHORE BOARD OF DIRECTORS
POSITION STATUS: PART TIME	POSITION SUPERVISED BY: BOARD OF DIRECTORS
	CURRENT WEEKLY HOURS: 20

Position Description Summary/Purpose:

Manages the LHCS by coordinating activities as directed by the Board of Directors including implementing policies and procedures of the board, applying for grants, hiring and managing workers, scheduling Chore services for residents, collecting Chore service fees, responding to phone, email and written inquires, creating promotional content, overseeing the website and coordinating with the bookkeeper in their duties in addition to maintaining and improving upon the efficiency and effectiveness of his/her assigned duties.

Essential Job Functions/Primary Responsibilities:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Hire, train and supervise Chore workers.
- Screen new clients and assign suitable worker(s) to each client that meets their needs.
- Periodically review existing clients to verify client needs are being meet appropriately.
- Researching potential grants, applying for them as necessary for the operations of the LHCS.
- Organizes the annual Fund Drive and local appeals.
- Schedule quarterly meetings with the Board of Directors.
- Work with the bookkeeper to keep the finances in order.
- Assure adequate and continual training of the Chore workers as to the specific responsibilities of their care giving role.
- Answers a dedicated phone line from current and possible clients; matches with a Chore worker.
- Assembles a weekly payroll and give to the Bookkeeper for payment.
- Organizes a yearly budget for the Board of Directors and overall plans for raising necessary funds.
- Manages the publicity for the organization, including new clients and potential.

- Network and connect clients with other organizations for appropriate services.
- Keeps an up-to-date list of clients, contact information, past requests, names of involved Chore workers.
- Manage and update the Chore website as necessary.

Other Functions:

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development and training; keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

Knowledge, Ability and Skill:

- Knowledge of bookkeeping principles and practices.
- Ability to prioritize job tasks.
- Strong computational skills and attention to detail. Ability to recognize, analyze, research and resolve problems.
- Ability to provide effective customer service, address disputes and respond to issues when they arise.
- Excellent communication and customer service skills required, including the ability to deal diplomatically and effectively with Chore service recipients, Chore workers and the general public
- Ability to maintain confidential information and act with discretion.
- Occasionally drives to make deposits and attend meetings and get mail from the Post office.
- Ability to interact in a constructive, helpful and positive manner with the public, staff and all appropriate contacts.
- The ability to interact with a diverse staff, clients and public.

Minimum Required Qualifications:

Education, Training and Experience:

Batcheler's degree preferred with related social service coursework, plus 2-3 years of relevant experience, preferably in care of seniors; or any equivalent combination of education, training and work experience. Positive customer service skills essential.

Special Requirements:

Valid Ct Driver's License

Ability to work from home and or Chore office

Job Environment:

Administrative work is performed in a quiet to moderately noisy setting with regular interruptions during the day. Responds to inquiries and requests for information and assistance.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment, Microsoft Office Suite including word and excel.

Makes periodic contact with Chore workers, Chore service recipients, as necessary board members and the public; communication is frequently in person, by telephone, fax, email, and in writing.

Errors in judgment or omissions could result in monetary loss and/or rework and legal ramifications.

Has access to some overall confidential materials.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms				X
Bending, pulling, pushing		X		
Driving		X		
Other – moving from sitting to standing position			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. All positions/job descriptions are subject to the relevant personnel policies.)

Prepared 9/22/21
Approved

Education: *List School & Location, Number of years attended, Degree Attained and Professional Training:*

Elementary: _____

High School: _____

College: _____

Other: _____

Have you ever had any job related training in the United States Military? ___ Yes ___ No

Please Describe: _____

Work Experience:

Start with your present or last job. Include any job related military service assignment and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer: _____ Telephone: _____

Address: _____

Dates Worked: _____ Job Title: _____

Work performed: _____

Reason for leaving: _____

2. Employer: _____ Telephone: _____

Address: _____

Dates Worked: _____ Job Title: _____

Work performed: _____

Reason for leaving: _____

3. Employer: _____ Telephone: _____

Address: _____

Dates Worked: _____ Job Title: _____

Work performed: _____

Reason for leaving: _____

4. Employer: _____ Telephone: _____

Address: _____

Dates Worked: _____ Job Title: _____

Work performed: _____

Reason for leaving: _____

Please describe any work with managing employees, clients and grant writing– if not previously covered under work experience, or any other skills or qualifications that you feel are relevant to working as an Executive Director of a Chore Service:

Volunteer Experience: _____

I agree to adhere to the following standards of Professional conduct:

- Place the integrity of the profession and the interests of clients above my own interests. Act with integrity, competence, and respect. Maintain and develop my professional competence.
- Respect all the Chore client’s confidentiality as well as his or her needs.
- Refrain from bringing politics or religion to my work.
- Notify the Board of Directors immediately if I am unable to do the work, either temporarily or permanently.
- Bring any concerns about my work to the attention of the Board of Directors.

I have read and agree to comply with the above guidelines. I certify that the answers given herein are true and complete to the best of my knowledge.

Signature

Date

Please read the items below very carefully and sign each place as noted -

I agree that I will not provide personal care or medical assistance to any of the LHCS clients.

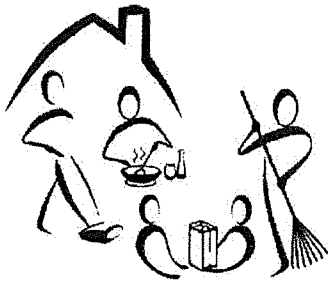
Signature

Date

I understand that the Chore Service will be performing police and background checks. I give permission to the Chore Service to ask my previous contractors, employers, or volunteer supervisors for references.

Signature

Date



Litchfield Hills Chore Service

P. O. Box 294, Litchfield, CT 06759

Phone: 860-567-6121 – Cell: 860-806-0954

Fax: 860-567-6122 – WWW.ChoreServiceLH.org

The Litchfield Hills Chore Service

BACKGROUND INQUIRY RELEASE

I understand that an investigative background inquiry is to be made on myself including, but not limited to, consumer credit history, driving history, education and other reports. These reports may include information as to my character, work habits, job performance, and experience, along with reasons for termination of past employment. I further understand that information will be requested from various Federal, State and other agencies, which may maintain records concerning my past activities relating to my driving, credit performance, criminal conduct, civil court, and other experiences.

I authorize, without reservation, any party or agency contacted to furnish the above information.

I hereby consent to your obtaining the above information. And, I further understand that, to aid in the proper identification of my file or records, I am providing the following information, as well as any other information that may be required at a later date.

*****PLEASE FILL OUT THIS FORM COMPLETELY*****

Have you ever been convicted of a crime: Yes _____ No _____
If "Yes," in what state: _____ Year _____

Print Name: _____

List ALL other first & last names even used: _____
Print Name Year Last Used

_____ Print Name Year Last Used _____ Print Name Year Last Used

Soc. Sec. # _____ Date of Birth _____

Driver's License # _____ State Issued: _____ Expires: _____

Telephone: _____ Cell Phone _____

Current Street Address: _____

City _____ State _____ Zip _____ How long at current address _____

Last Previous Address: _____

City _____ State _____ Zip _____ How long at previous address _____

Email Address _____

Applicant's Signature _____

For Employer Use Only: Requested by _____ Phone: _____ Fax _____

Criminal (Indicate States) _____ Drive History _____ Employ _____ (#) Edu. _____ (#)

Social Security _____ Prof. Licenses _____ Sex Offender Registry _____ Incarceration _____ Credit _____

Student Conduct _____ Other _____