



**IRONBOUND COMMUNITY CORPORATION**

Job Description Form

Program Name:	Family Success Center: Home Friends Program
Job Location:	432 Lafayette St. Newark, New Jersey
Job Title:	Home Friend
Reports to:	Title: Home Friends Program Manager

Hours:	FLSA Status	Type of position:	Other comments:
	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Consultant/Contractor	
	<input checked="" type="checkbox"/> Nonexempt	<input type="checkbox"/> Part-time <input type="checkbox"/> Intern	

**JOB DUTIES**

The Ironbound Community Corporation (ICC) is a 50-year nonprofit organization whose mission is to engage and empower individuals, families and groups in realizing their aspirations and, together, work to create a just, vibrant and sustainable community. ICC strives to address the needs of our diverse, multi-lingual, multi-cultural community. Today, ICC serves more than 1,000 children and families every day with a wide range of programs and services. ICC also strengthens communities through advocacy, neighborhood organizing, and community development initiatives.

For nearly 33 years, through the support of funding provided by the Essex County Division of Senior Services, ICC's Home Friend program served the elderly population with quality and caring services. ICC has also partnered with senior citizen centers and clubs to promote access and provide services. We aim to relaunch this program, particularly to those most in need. Currently, we are not providing **Home Friends**. However, there is a great need for this program in our community and we propose to continue providing Home Friend Services to the entire City of Newark.

The Home Friend position is responsible for assisting our Senior Community who would typically not physically visit our offices. Staff will be responsible for light cleaning, companionships and errands.

**ROLES AND RESPONSIBILITIES**

- Provide quality chore services to homebound elderly and disabled including:
- Light housekeeping
- Laundry
- Meal preparation
- Local errands
- Safety and emergency provision
- Provide grooming and dressing guidance
- Record and report changes in the clients' physical condition, behavior or appearance to case manager
- Document service delivery
- Provide companionship to clients

- Represent the work of Ironbound Community Corporation professionally and responsibly
- Other duties as assigned

#### **JOB SPECIFICATIONS OR QUALIFICATIONS, SPECIAL WORKING CONDITIONS**

- Committed to agency Mission
- Ability to provide required services to diverse homebound population; bi-lingual preferred
- Culturally sensitive Must be available to work flexible hours, evenings and Saturdays

**ICC is an Equal Opportunity Employer** and is committed to further building and maintaining a staff that reflects the full range and diversity of our community. We are looking for a diverse applicant pool and strongly encourage women of color, persons with disabilities, immigrants, members of the LGBTQ community, and people from low-income and working class backgrounds to apply.

If interested, please send a resume and cover letter to [HomeFriendsHiring@Ironboundcc.org](mailto:HomeFriendsHiring@Ironboundcc.org) with the subject line “HOME FRIEND”