



## IRONBOUND COMMUNITY CORPORATION

### Job Description Form

Program Name:	Home Friends Senior Program
Job Location:	29 Cortland St. Newark, New Jersey
Job Title:	Home Friend
Reports to:	Title: Home Friends Program Manager

Hours:	FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Type of position: Full-time <input type="checkbox"/> Consultant/Contractor <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern	Other comments: Flex Schedule
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### 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, working to create a just, vibrant, and sustainable community. ICC strives to address the needs of our diverse, multilingual, multi-cultural community. Today, ICC serves more than 1,000 children and families daily 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 East Ward.

The Home Friend position assists our Senior Community members who would typically not physically visit our offices. Staff will be responsible for light cleaning, companionship, 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 client's physical condition, behavior, or appearance to a 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

## Core Values

ICC is animated by core values, including mutual respect, empathy, fairness and transparency, commitment to excellence, and accountability.

**Mutual Respect:** We accept the importance of each person's rights, customs, and wishes. We are courteous and supportive in our interactions with clients and colleagues.

**Empathy:** We strive to understand what others are experiencing and feeling by trying to see things from their perspectives. We are willing to give our time and energy to the community and are constantly searching for ways to improve the lives of those we serve.

**Fairness and Transparency:** We are committed to authentic, two-way communication, willing to listen without judgment and, with respect, express our point of view. We cherish diversity and inclusiveness, embracing the community with its input and feedback.

**Commitment to Excellence:** We provide the highest quality service possible, earning trust and exceeding expectations. We continuously learn from experience. We approach challenges with creativity and flexibility.

**Accountability:** We are responsible for the quality and outcomes of the programs we provide, for explaining why deviations from reasonable expectations may have occurred, and for responding responsibly at all times, especially when errors in behavior or judgment have happened.

**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 [hire@ironboundcc.org](mailto:hire@ironboundcc.org) with the subject line "HOME FRIEND"