



Chicago: 1016 W. Argyle Street Chicago, IL 60640
Tel: (773) 530-6213 Fax: (773) 784-2984

Elgin: 164 Division St. #305 Elgin, IL 60120
Tel: (847) 289-1138 Fax: (844) 269-7844

HOME CARE AID JOB DESCRIPTION

ABOUT GOLDEN WINGS HOME CARE

Golden Wings Home Care is a d/b/a of Chinese Mutual Aid Association (CMAA). CMAA is a community-based social services agency targeting the low-income immigrant and refugee community. A wide array of social services are offered, including housing assistance, health care assistance, job skills training, and job placement. CMAA is particularly proud of its senior services, including a robust homemaker service.

With the growth of our homemaker division, we have launched Golden Wings Home Care in order to streamline the marketing efforts and expand our services. This initiative is a joint venture with our partnering non-profit organization, Hanul Family Alliances, and is funded by the Retirement Foundation. The goal is to grow our home care program, which in return, will allow us more opportunities to serve the growing demands of services needed for our older adult population.

With over 20 years of experience, we assist clients in keeping their dignity and independence while enjoying the comforts of their homes. We provide high-quality and culturally sensitive homemaker services to those in need.

HOME CARE AID JOB DESCRIPTION

20+ hrs/week work will receive Health/Dental/Vision Insurance

We're looking for individuals with compassion, respect and commitment to join our team as a Home Care Aide. We are always accepting resumes for Chicago, Cook County, Lake County and DuPage County.

Job Types: Full-time, Part-time

Salary

- From \$17 ~ \$21 per hour (varies based on experience and client contract)

Responsibilities Include:

Home Care Aides work directly with our aging clients - ensuring that their basic, non-medical needs are met. Home Care Aides provide a higher quality of living to clients with physical and social support right from the comfort and safety of their homes.

Home Care Aides will provide compassionate emotional care and engage in meaningful conversations with the client(s). Assisting with meal prepping, cooking, cleaning, and helping clients travel around the house, and to and from doctors' appointments.

- Personal Care
- Grooming
- Dressing
- Feeding assistance
- Walking and transferring
- Bathing/Showering
- Bathroom activity (supporting continence)
- Work with your home care team
- Companionship & Homemaking
- Activities and social engagement
- Grocery List Planning
- Errands (Pick up meds)
- Social outings
- Medication reminders
- Meal Preparation
- Light Housekeeping
- Flexible Scheduling



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Job description continue...

Preferred, but not required:

- CNA certified

Language:

- English, and bilingual is a plus!

Required Qualifications:

- High School Diploma or GED or at least 1 year of experience in home care.
- Legal U.S. Work Authorization
- Warm heart and compassionate mind
- Appreciation for older adult communities
- Pass background check

Schedule:

- Monday to Friday
- Weekend availability
- May need to work overnight shifts (10:00PM ~ 6:00AM)
- Flexible Schedule

COVID-19 considerations:

- PPE included upon hiring
- Remote Interview Process

Work Location:

- At Client's home location

Benefits

- Health insurance
- Dental insurance
- Vision Insurance
- Flexible scheduling
- Paid Training
- Referral Program Incentive
- Travel Reimbursement

If you are interested in applying, please email your completed application to:
TimothyC@goldenwingshomecare.com

If you have any question, contact Tim at: (773) 530-6213



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Application for Employment

EQUAL OPPORTUNITY EMPLOYER

Personal Data

First Name

Last

Date

Address

City

State

Zip Code

Telephone: Cell

Home

If employed, can you provide proof of authorization to work in the U.S.? ☐ Yes ☐ No

Position(s) applying for: Home Care Aide Location(s):

Referred by

☐ Ad

☐ Friend or relative

☐ Client

☐ Website

☐ Agency

☐ Other _____

Education Record

	Name and Location of School	Years Attended	Did you Graduate?	Major
High School				
College/University				
Graduate School				
Other				

Special Skills

Summarize any special skills or qualifications that you acquired through employment or other experience that are applicable to the job that you are applying for:



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Employment History (List most recent three employment history)

Employment Date	Name of Employer	Position	Manager's Name and Contact Info	Reason for Leaving

Other

Have you been employed here before? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

References

Name	Telephone/Email	Relationship	Years Acquainted

Applicant's Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for employment or termination from employment, regardless of when such false information is discovered. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision; and I hereby agree to indemnify and hold harmless each and every current or prior employer in defending against any charge, complaint or suit filed with any Federal, State or local agency, or in any court of the State or Federal government for providing an accurate, factual history of employment information. I understand that neither this document nor any offer of employment from the employer constitutes an employment contract, unless a specific document to that effect is executed by the employer and employee in writing.

Signature of Applicant

Date