

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. HOMEADEE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-COUNTIES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description Home Aide-E	10. Division
5. Working Title (What the agency calls the position) HOME AIDE-E (Parent Partner)	11. Section
6. Name and Position Code Description of Direct Supervisor SPARKS, CHAD G; SERVICES PROGRAM MGR-4	12. Unit
7. Name and Position Code Description of Second Level Supervisor MARTIN, DANIELLE P; SOCIAL SERVICES DIVISION ADMIN	13. Work Location (City and Address)/Hours of Work Mecosta/Osceola DHHS 800 Water Tower Rd, Big Rapids, MI 49307 / 40 hours/week

14. General Summary of Function/Purpose of Position

Assist economically or culturally marginalized individuals and families impacted by substance use disorder to strengthen stability, increase safety, and improve overall functioning in the home. Is responsible for the more taxing and sensitive situations, problems, and clients.

Provides frequent and repeated support to help individuals navigate treatment options, understand provider intake requirements, and access community-based services. Offers hands-on assistance with transportation, appointment coordination, and strategies that reinforce sobriety planning, relapse prevention, and long-term recovery.

Engages individuals and families in service planning to reduce barriers, build protective factors, and promote healthier functioning and family stability.

Other administrative tasks as assigned.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 40

Parent Partner related tasks.

Individual tasks related to the duty:

- Works directly with parents who have open child welfare cases with Mecosta/Osceola DHHS, to include; prevention, protective services and foster care.
- Motivates, instructs and shows parents how to progress through their active child welfare cases through review of parent agency treatment plans, materials shared by DHHS and CMH and by attending appointments.
- Provides parents with SUD needs with guidance regarding local resources. Shares sobriety and relapse prevention resources with the family.
- Instructs parents in money management through economically food buying and meal planning, and selective purchase of clothing, furniture, household equipment, cleaning supplies and other items needed for daily living.
- Attempts to resolve immediate problems encountered, which may be precluding reunification from occurring.
- Encourages family members to make use of all community resources available to them.
- Observes behavior and relationships of family members and provides feedback and guidance to the family regarding the way these dynamics impact the family's child welfare case. Reports observations and guidance to case managers.
- In collaboration with case managers, aids parents to strengthen relationships with each other and with children and to improve family life.
- Maintains records of hours worked, mileage, and transportation costs.
- Provide hands-on budgeting assistance with paying bills, managing a checking/savings account.

Duty 2

General Summary:

Percentage: 40

Supports service provision and coordination with other service providers.

Individual tasks related to the duty:

- Attend scheduled Family Team Meetings (FTMs) with the family.
- Transports family members to appointments or assists family in obtaining transportation to attend appointments.
- Participates in wrap around meetings if applicable.
- Meets regularly with local pods with referred cases to share insights, gather feedback from the team and collaborate to ensure the family or individual being served have access to the referred services and any barriers to access are reduced.
- Communicate regularly and timely with agency supervisor to ensure case updates are shared and reflective supervision occurs.

Duty 3

General Summary:

Percentage: 20

Administrative tasks as assigned.

Individual tasks related to the duty:

- Performs office related work as assigned by supervisor.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Strategies to improve the individual or family's access to substance abuse disorder services is based on the readiness of the family and accessibility and this position will need to critically evaluate each family or individual's needs and services, as well as their readiness to engage in services.

17. Describe the types of decisions that require the supervisor's review.

Judgement is used in making decisions where established policies and procedures determine alternatives.

All reports require supervisor approval.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Transport by driving a vehicle for parent appointments. Office work means use of standard office equipment such as computer, copier, printer, etc. Will need to complete home visits. May need to physically demonstrate cleaning methods for personal hygiene and household management.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Assist economically or culturally deprived families with children in the home to improve child care and home management methods and to strengthen family life.

Provides hands-on instruction for such activities as: home cleaning, personal hygiene, purchasing and preparing economical and healthy meals, household routines, budgeting, parenting instruction-specific activities to strengthen the parent-child relationship, goal setting and feedback to parents, report writing for court submission, testifying at court.

Transport children and supervise visitation of children placed in foster care. Provide hands-on instruction and observation to ensure safety of the child.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position.

25. What is the function of the work area and how does this position fit into that function?

This position specifically supports families open to CPS or FC. A written referral must be received and approved by supervision detailing goals and objectives for homemaker services. It is expected this service will help to prevent the removal of children from the home or to ensure the early return of children to the home.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Home Aide 6

No specific type or amount is required.

Home Aide 7

One year of experience equivalent to a Home Aide 6.

Home Aide E8

Two years of experience equivalent to a Home Aide, including one year equivalent to a Home Aide 7.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service Job Specification,

- Strong communication skills.
- Ability to operate a motor vehicle.
- Ability to establish rapport with clients.
- Ability to diffuse anger/aggression when servicing clients.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

HILLARY PLATTE

9/14/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date