Human Resources
Oakland Livingston Human Service Agency
196 Cesar E. Chavez Ave.
P.O. Box 430598
Pontiac, MI 48343-0598
Email: EMPLOYMENT@olhsa.org
(248) 209-2615 FAX
Website: www.olhsa.org

HEALTH ASSISTANT

Division: **Health, Housing, and Nutrition Services**
Department: **Housing**
Supervisor: **Program Coordinator III**
FLSA Status: **Non Exempt / Non Union**

Job Mission:
To promote a safe, stable housing experience for residents in OLHSA's master leased shelter unit

Performance Standards:

1. Conduct resident check-ins and check-outs, including greeting new residents and providing a tour of the home, explaining house rules and expectations, distributing welcome toiletry kits, collecting keys and ensuring residents remove all belongings upon departure; and completing room turnover tasks (e.g., washing linens, making beds, preparing room for next resident).
2. Perform regular in-person visits and periodic camera review (as needed) to help ensure resident needs are being addressed, monitor adherence to house rules and guidelines, and communicate rule violations to residents and/or supervisor when necessary.
3. Monitor inventory of household supplies and request items to be restocked as needed; deliver community food resources and other donated items when available for residents.
4. Serve as liaison between maintenance vendors and landlord to assure home is safe, clean, and maintained.
5. Assure that all necessary documentation is completed and maintained.
6. Carry out all other duties assigned by the supervisor.

Qualifications:

1. High school diploma or equivalent is required.
2. At least one year of experience working with low income, diverse populations preferred.
3. Valid Michigan Chauffeur's License and meets the minimum Driver Acceptability Requirements. Current Michigan vehicle registration and auto insurance with reliable transportation to be used for job related travel are required.
4. CPR and First Aid Training preferred.

Hours & Wage:
$16.50 per hour; On-Call

Location: Pontiac

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

LHSA
A Community Action Agency

Job Title:	Housing Attendant

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

	Hours	**Comments**
Sit	1	meeting with participants explaining the program
Stand	3	cleaning rooms for new participants, inventory review
Walk	1	walking through home for check in, touring the home with new participants
Bend/Stoop	3	cleaning rooms for new participants inventory review

Movements	**Yes/No**	**Comments**
Crawl	No	
Reach above	Yes	storing supplies for home
Crouch	Yes	cleaning rooms in the home
Balancing	Yes	storing supplies for cleaning rooms
Squat	Yes	storing supplies for cleaning rooms
Climb	Yes	entering and exiting the home
Shoulder level	No	
Kneel	Yes	cleaning rooms in the home
Pushing	Yes	pushing carts picking up mailed packed items for clients/staff

	Pounds	**Comments**
Weight Carried	**Up to 10 lbs**	packages, cleaning supplies and household items

	Pounds	**Comments**
Weight Lifted	**Up to 10 lbs**	packages, cleaning supplies and household items

Date: Jun 26, 2026