

JOB VACANCY ANNOUNCEMENT

POSITION: Part-time In-Home Aide I (2 Positions)
DEPARTMENT: Duplin County Nutrition/Aging
SALARY: Grade 53 \$8.7567 per hour
OPENING DATE: October 10, 2017 **CLOSING DATE:** October 27, 2017
5:00 P.M

APPLY AT: Duplin County Personnel Office
County Administration Building-224 Seminary Street
Kenansville, NC 28349
910/296-2174 "Equal Opportunity Employer"

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to assist senior citizens with general housekeeping work in their homes. Employees in this classification perform manual work. Position is responsible for performing housekeeping and cooking duties, and preparing meals. Performs related work as required.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Visits home of senior adults according to an established schedule; assists with housekeeping.

Performs housekeeping duties, such as vacuuming, dusting, sweeping, moping, cleaning the bathroom, changing bed linens and making bed, and washing, ironing, and mending clothes.

Prepares meals for senior adults; sets table and serves food; washes dishes and cleans kitchen.

Runs errands; assists with shopping and paying bills.

Maintains records; observes and reports behavioral and environmental living.

Attends bi-weekly In-Home Aide in-service training and other required training.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assists with Agency scheduled events and activities.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED preferred; supplemented by twenty-one (21) of in-home aide training; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. In accordance with the county's drug free workplace policy, employees will be subject to pre-employment and random drug screening.