



Madison County Vacancy Announcement

In Home Aide Social Work Supervisor Community Services Department

Position Summary:

Manage In Home Aide workers, timely dictation/visits with In Home Aide program clients, keep in accordance with Local, State, Federal laws for the rights of Elder Americans. The In Home Aide will also oversees the Senior Companionship Program and Family Caregiver Support Program.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

The position is open until February 10, 2017. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications will also be accepted via email at hr@madisoncountync.gov.

Madison County Government is an Equal Opportunity Employer.

Essential Functions:

- Maintain dictation, home visits, and funding source requirements.
- Monthly meetings with In Home Aides and coordinating CEU opportunities.
- Coordinating Council on Aging and funding source meetings to comply with set standards.
- Special projects that promote and support the Elderly within Madison County.
- Resource and networking for the betterment of MCCS and their clients.
- Answer incoming calls about any services for respite care. Provide information about the program and take referral, when appropriate.
- Ensure that the NC Division of Aging and Adult Services regulations are met with appropriate required paperwork to enroll a caregiver.
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- Maintain timesheets

Education:

- MSW required
- Preferred: 1-3 years of experience in the realm of Elder Care.

Knowledge, Skills, and Abilities:

- Word, Excel, Texting and data reporting.
- Must be able to use time management skills.
- Must be willing to drive on Mountain roads and become familiar with County geography.
- Must be willing to work and advocate for Elders and their families.
- Must have patience, empathy and basic social work skills to work in the best interest of clients, families and In Home Aides.

Physical Requirements:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with ADA requirements, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move object. Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Requirements:

Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

Salary:

\$34,000-\$35,500. This position comes with a county benefits package including: paid health insurance; dental, eye and other supplemental insurance available, accrued sick time, accrued vacation time, and paid holidays.