



# Madison County Department of Social Services

Connie M. Harris, MPA  
Director

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5707 U.S. Hwy 25/70, Suite 1  
Marshall, NC 28753

## VACANCY ANNOUNCEMENT

**TITLE:** In Home Aide

**SALARY:** \$ 12.24 per hour

**POSITION SUMMARY:** The primary purpose of the position is to provide in home services to home bound elderly/disabled adults, over the age of 60 years, to enable them to remain in their own home as long as possible; to delay institutionalization or to enable the adult to live their last days in comfort and dignity in their own home.

**This is a full time position and comes with a benefits package including: paid health insurance, paid sick and vacation leave and paid holidays.**

**Currently the clients served by this position primarily reside in the Marshall and Mars Hill areas of Madison County. Applicants must have reliable transportation and be able/willing to work in these locations.**

### ESSENTIAL FUNCTIONS:

Tasks required of In Home Aides vary from client to client over a period of time and depend on the adult's specific needs. Tasks are specified in an agreement between the IHA Supervisor, client and/or family and the In Home Aide.

In home services performed by the In Home Aides involve home management, companionship and assistance with daily living tasks, which include the following duties:

- Cleaning and caring for home: sweeping, vacuuming, mopping, dusting, cleaning walls, appliances, equipment, carry in wood and/or fuel, changing beds, etc.
- Cleaning and caring for clothing and linens
- Preparing meals, which could include grocery shopping, serving food, washing dishes and cleaning up kitchen
- Making beds, moving furniture to clean floors
- Reminding clients to take medication when needed

In Home Aides have responsibilities that are incidental to the provision of chore services, such as:

- Report to IHA Supervisor changes in client's condition or needs
- Prepare required paperwork, such as: check sheet, time sheet, leave request, travel logs, etc.
- Participate in required training, including orientation, home management, CPR, OSHA requirements, and personal care tasks
- Ability to relate to clients and offer companionship
- All duties require physical labor associated with the tasks described above

**Knowledge, Skills and Abilities / Education and Experience Requirements Essential to Performing These Duties:**

- Ability to read and write; ability to follow oral and written instructions
- Must be 18 years of age
- Ability to provide basic and various housekeeping tasks

**Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position:**

- Stooping, Kneeling, Crouching, Crawling, Reaching, Standing, Walking, Lifting, Pulling, Grasping, Talking, Hearing
- Lifting 50lbs of force occasionally and/or up to 20lbs constantly to move objects
- The Aide is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of clients living and surrounding conditions.

**CONDITIONS OF EMPLOYMENT:** Each applicant who is tendered an offer for employment 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 and have reliable transportation.

Regular, predictable work attendance is expected and is required.

**APPLICATION PROCESS:**

Applicants will be given credit only for information provided in response to this announcement. No additional information will be solicited or considered by this office, therefore, persons who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position title.

**Please note that due to the volume of applications we receive for some positions, we are unable to provide information regarding the status of your application unless you are selected for an interview.**

A NC State Application Form (PD 107) with a cover letter can be submitted by mail, in person, by email or fax to:

Connie M. Harris, MPA  
Director  
Madison County DSS  
5707 U.S. Hwy 25-70 Suite 1  
Marshall, N. C. 28753  
[charris@madisoncountync.gov](mailto:charris@madisoncountync.gov)  
828-649-3687 (Fax)

**CLOSING DATE: Open until Filled**

**Madison County Government is an Equal Opportunity Employer**