



# Madison County Vacancy Announcement

## Veterans Service Office Administrator Assistant & In Home Aide

### Position Summary:

This position is a combination of office administrative work and hands on support of home bound individuals. 20 hours a week would be spent working in the home(s) of clients. These duties would include but are not limited to: light house work and companionship. 20 hours a week would be spent working in the Veterans Service Office. These duties would include but are not limited to: answering/directing phone calls, answering emails, filing paperwork, greeting clients and assisting the Veterans Service Officer.

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

### Where to Apply:

The position is open until filled. 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 to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

**Essential Functions:** The person who holds this position must be organized, uses time management and be able to work with older adults. Able to work in a face paced environment to better the lives of the Elder Citizens of Madison County.

- In Home Aide: work in home of client to assist them with cleaning, food prep and companionship.
- Veterans Service Office: work in office setting: understanding of Veterans, their needs, organization of paper work, ability to manage phone calls, emails, filing and use of basic computer skills.

**Education:** Bachelor's Degree preferred. Previous experience with Veteran services, in-home aide, social work, counseling, or other related field preferred.

**Knowledge, Skills, and Abilities:** Willingness to work with and understanding of the Elder population, Veterans and the importance to make meaningful connections with our identified population. Ability to do light physical labor when fulfilling in home aide duties and professionalism when completing VSO tasks.

### 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. Additional Physical Requirements:

- 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, a criminal background check and have a TB test performed. Must possess a valid North Carolina Driver's License.

**Salary:** \$10.24 per hour. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.