



Onslow County Position Vacancy Announcement

CITIZEN SERVICES (Home Care Program)

POSITION TITLE: IN HOME AIDE

Position Numbers

5532-105 and 3003

Hiring Range

\$20,402 - \$26,523

Opening Date

November 16, 2009

Closing Date

November 24, 2009

How to apply?

Applications must be submitted by 5 pm on the closing date to:

Onslow County HR

202 Old Bridge Street
Jacksonville, NC 28540
910-347-7600 Phone
910-347-2793 Fax

Onslow County provides eligible employees with a competitive benefits package including paid health and dental insurance, paid holidays, and other optional benefits.

Onslow County Human Resources Office is **not** responsible for failure to receive faxed applications. Please take a moment to ensure your transmission was received.

Employee may be called upon in case of disaster, either natural or man-made, to serve the citizens of Onslow County. This service, if required, will take precedence over duties described in this position vacancy announcement.

ONLOW COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER
M/F/D/V

Position Responsibilities

Positions perform responsible human support work providing housekeeping and personal assistance to elderly residents. Duties include but are not limited to providing personal and environmental care tasks such as housekeeping, health care, and home management to elderly and handicapped clients; maintaining a clean, comfortable and safe environment; providing personal and preventative care such as personal hygiene, mouth care, hair care, skin care, fingernails, shaving, assisting with mobility and toileting, assisting with dressing, positioning/turning, and catheter care. Completes required reports regarding tasks performed for clients per licensure and In-Home Aide standards. Attends training sessions and meetings as scheduled. Performs related work as required. Work is performed under regular supervision of Home Care Supervisor.

Knowledge, Skills, and Abilities

Knowledge of:

- ◆ Basic personal health care and home management methods.

Ability to:

- ◆ Work with older adults;
- ◆ Work with people from all socio-economic levels;
- ◆ Carry out health aide work in the home of a patient and perform homemaker duties;
- ◆ Practice sound hygiene and sanitation techniques;
- ◆ Establish and maintain effective working relationships with clients and associates.

Minimum Education and Experience Requirements

High School Graduate or equivalent with one year nurse aide experience.

Special Requirements

Must possess an appropriate driver's license valid in the State of North Carolina; valid Nursing Aide Certification and CPR Certification.