



FiftyForward

In-Home Specialist (Williamson County)
Deadline to apply: Monday, Dec. 15, 2017
Pay: \$12/HOUR

WORK HOURS: PART-TIME, 20 HOURS PER WEEK, MONDAY-FRIDAY with the ability to work additional hours if requested.

Basic Function: The In-Home Specialist provides assistance with household tasks, shopping, errands, transportation and respite care for older adults and helps care management staff enable customers to remain independent and living at home.

Core Responsibilities:

The following duties are carried out inside and outside the homes of clients and under the supervision of the Williamson County Care Manager:

- Household Maintenance – general household maintenance such as dusting, mopping, sweeping, changing bed linens, cleaning bathrooms/kitchens/living areas, laundry, washing dishes, vacuuming, and trash disposal.
- Shopping Assistance - provides customers with essential shopping and errands.
- Transports customers to appointments.
- Provides brief breaks for caregivers.
- Socialize with customers to build rapport and learn of new or ongoing needs and concerns.
- Assist care manager to meet customers' needs by completing applications, delivering items and other duties as needed.
- Makes accurate, detailed daily notes on activities and interactions with customers and attends all meetings and workshops as required.
- Works cooperatively with other staff and volunteers to meet customer needs and to update customer records.
- Performs outreach functions in coordination with care manager and FiftyForward staff.
- Follows safety policy.
- Performs other duties as assigned.

Core Work Requirements:

Education: High School Diploma, equivalent, or demonstrated ability to do the job. Preference given to medical or social service experience.

Experience: Experience in delivering in-home services.

Special skills : An interest in, sensitivity to and experience assisting frail persons and their caregivers. Proficient in performing household tasks. Ability to work independently and as a member of a team. Proficient in Microsoft Office programs including Outlook, Word, and Excel; ability to manage electronic files and records; prefer experience with Microsoft 365. Must have and maintain a good driving record, reliable transportation and vehicle liability insurance.

Certifications and licenses : Valid Tennessee Driver's License; willingness to be trained in CPR/First Aid.

Physical Aspects: This job is performed in customers' homes where smells from smoking, pets and inability to maintain a home can be encountered. Able to bend, stoop, push, pull, stand for long periods, lift and carry up to 25 pounds, able to ascend/descend stairs. Extensive travel within Williamson County is required.

Equipment Requirements: Proficient in utilizing a computer, printer, copier, facsimile and telephone equipment.

To apply: Please send resume and three references to careers@fiftyforward.org