



## In-Home Service Worker – Part Time

The Personnel Board of Houston County is developing an employment register for an In-Home Service Worker. A completed employment application must be submitted online only by the closing date.

To apply, to go [www.houstoncounty.al.gov/jobs](http://www.houstoncounty.al.gov/jobs)

### **DUTIES**

Provide a variety of social services and assistance for homebound Seniors 60 + years of age in the community. Visit and maintain contact with assigned clients during the month. Ensure paperwork for Food Stamp application and recertification is completed in a timely fashion. Assist clients with respect to arranging medical appointments and transportation to medical appointments, various personal and grocery shopping needs, picking up prescriptions, personal hygiene, delivery of monthly "Brown Bag," letter writing, bill payment, light housekeeping. Fill out paperwork for clients signing up for the Low Income Home Energy Assistance Program and Food Stamp application and recertification. Assist with the distribution of Christmas boxes and SARCOA Vegetable program. Prepares and submits travel expenditure and expense reports, individual time reports, and various monthly worksheets. Attend meetings and training sessions.

### **QUALIFICATIONS**

Valid driver's license. Vehicle with working odometer and current automobile insurance. High school diploma or G.E.D equivalent. General office administration experience. Experience working with the elderly preferred.

**Salary Range: \$13.26 per hour**

**Houston County Personnel Board  
An Equal Opportunity Employer M/F/H**