

2177 Asheville Rd.
Waynesville, NC 28786
828-452-1447



154B Medical Park Loop
Sylva, NC 28779
828-586-2345

JOB DESCRIPTION

Effective Date: 7/1/1998 Revision Date: 6/23/25

Name: _____

Job Title: In Home Aide

Department: Senior Services

Supervisor: Darlene McElrath

FSLA Status:

Position Status: Full Time/Part Time

Position Summary: (Primary Function)

Perform a combination of basic home management duties as outlined in the client care plan. Tasks include grocery shopping & errands, food preparation, meal planning, changing linens, laundry, mopping, dusting, vacuuming, assisting with bill paying and basic cleaning.

Essential Functions: (Essential Functions: Critical features of this job are described in the paragraphs below. They may be subject to change at any time due to reasonable accommodation or other reasons.)

- **Complete required agency orientation, job specific certification program and attend scheduled training**
- **Maintain documentation and submit required paperwork in a timely fashion**
- **Convey a positive supportive attitude and atmosphere for the clients**
- **Maintain confidentiality and dignity of the clients**
- **Bring unmet needs to the attention of the Senior Service Coordinator**
- **Provide some essential socialization and have the ability to inform clients of other community services and resources available**
- **Report any concerns of waste, fraud, and abuse through steps outlined in the open-door policy**
- **Any other job-related assignments that may be required or deemed advisable by the supervisor**

1. Qualifications:

- **Should possess the ability to work effectively with diverse populations**
- **Experience working with the elderly**
- **Background in caregiving and home management skills**
- **Have ability to access needs, accurate record keeping skills, good oral and written communication skills**
- **Work independently but also be a team player**

2. Knowledge, Skills, and Abilities:

- **Must be very detailed-oriented with the ability to prioritize tasks, organize daily activity and be able to multi-task projects/tasks.**
- **Must be flexible and able to adapt to changing needs, multiple task demands, and work structures.**
- **Ability to read and comprehend instructions, short correspondence, emails, and memos.**

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3. Performance/Success Factors:

- Be punctual to work and other related functions.
- Perform well in a team environment.
- Complete work in a timely, accurate, and thorough manner.
- Ability to prioritize daily tasks and events.
- Perform routine duties with minimal supervision.
- Strive for excellence in all tasks and duties and foster an attitude of "exceeding guest expectations."
- Able to work independently but operate within company policy guidelines using independent judgment.

4. Working Conditions:

- Light to moderate physical activity performing non-strenuous administrative work.
- Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation with quiet to moderate noise.
- Physical demands: able to lift up to 25 pounds, manual dexterity sufficient to reach/handle items.
- Works with fingers and perceives attributes of objects and materials.
- Climb, balance, stoop, kneel; frequently move about, able to stand, walk, and sit for extended periods.
- At times, be outdoors in all weather conditions.
- Vision: must be able to see close, have good vision to perform daily duties.

Equal Opportunity Employer

Mountain Projects, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race; color; religion; sex; sexual orientation; gender identity or expression; national origin; age; disability; genetic information; political affiliations; National Guard or veteran status, consistent applicable federal, state, and local laws, and regulation.

Direct Supervisor: _____

Employee Signature

Date