

An In-Home Caregiver Services Company

In Anne Arundel County

Recruiting for Caregivers and an Office Clerk

Do You enjoy caring for others?
Would you consider making this your career?

Caregivers: We particularly need **entry level Caregivers/ Companions**, generally people who may have cared for an elderly relative for a while who wants to try making it a career. **No CNA or license required.**

What you'll be doing:

- Assist with daily activities to help clients stay independent and in their own homes.
- Aid with personal care.
- Assist with mobility, transfers and range of motion exercises.
- Handle meal planning, preparation and feeding.
- Properly manage household needs.
- Provide companionship and respite services for the family.

What we're looking for:

- A passion to serve and help others live their best lives possible.
- High school diploma or G.E.D. certificate.
- Previous experience as a Caregiver in homes or senior communities is a bonus.
- A valid driver's license with reliable transportation.

Experienced Office Clerk: Great people skills. In person, on the phone, and in email communication. Good business English. Personal computer proficient, using **Microsoft Word, Excel (and preferably PowerPoint)**. **Prefer experience with computer databases for tracking client/customer information, schedules, etc. or some similar experience with a different kind of database.** Prior use of Gmail for email, instead of Outlook. **Detail oriented, quick learner and follows and completes instructions and tasks. Experience preparing file folders and maintaining electronic files. Able to work regular weekly schedule, TBD, 20 to 30 hours per week. Maybe increase to 40 if they work out.** Dependable, shows up for work, does not call out except in true emergencies. Learns quickly. Able to get direction and then work independently and complete tasks. Must have a valid driver's license with reliable transportation.

Interested and qualified job seekers can send their resume to:
recruiter@aawdc.org, please put interested job title in the subject line.