



## JACKSON COUNTY

### Human Resources Department

401 Grindstaff Cove Road, Suite A-218, Sylva, NC 28779

Phone 828.631.2212 • Fax 828.631.2266

# Employment Opportunity

Please post in a location accessible to all employees

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| <b>Position:</b>   | <b>Project CARE/FIRE Aide</b><br><i>Permanent, Part-Time, Non-Exempt</i>   |  |  |
| <b>Department:</b>   | Department on Aging  |  |  |
| <b>Description of Duties &amp; Responsibilities:</b>   | Under the supervision of the Project CARE/FIRE Program Coordinator, position assists with operation of Project CARE (Community Action to Reach the Elderly) and Project FIRE (Fuel Intervention to Rural Elderly). Duties and responsibilities include: supervision of volunteers in the shop and on construction sites; oversee program safety and safe use of tools and equipment; oversee pre-construction of wheelchair ramps and recycling ramp program; pre-build components of modular wheelchair ramps; pre-build components for varying jobs based on assessment and job specifications; install grab bars, hand rails, hand held showers and smoke detectors in client homes as deemed necessary; maintain lumber and material inventory, distribute tools for projects; prepare materials for multiple projects and multiple work crews; and attend staff meetings and necessary/required trainings. <i>Position requires occasional evening and Saturday work.</i> |  |  |
| <b>Education &amp; Experience Requirements:</b>  | High school diploma, GED, or equivalent experience and over two years of directly related building and carpentry experience and a valid North Carolina driver license. Prefer a candidate with an associate degree in construction management or related field and at least one year of related building and carpentry experience.   |  |  |
| <b>Starting Salary &amp; Benefits Information:</b>   | \$12.58 per hour, averaging up to 29 hours per week<br><br>Jackson County employee benefits for this position: participation in the Local Governmental Employees Retirement System, paid leave (vacation, sick, and holiday), employee clinic, wellness program, and supplemental benefit offerings.   |  |  |
| <b>Application Requirements:</b>   | Submit a completed Application for Employment to:<br><br><table><tr><td>Jackson County<br/>Human Resources Department<br/>401 Grindstaff Cove Road, Suite A-218<br/>Sylva, NC 28779</td><td>NC Works Career Center<br/>26 Ridgeway Street, Suite 2<br/>Sylva, NC 28779</td></tr></table><br><p>The Application for Employment is available online at:<br/><a href="https://www.jacksonnc.org/employment-opportunities">https://www.jacksonnc.org/employment-opportunities</a> or may be obtained at the Jackson County Human Resources Office or the Sylva branch of the NCWorks Career Center.</p>  | Jackson County<br>Human Resources Department<br>401 Grindstaff Cove Road, Suite A-218<br>Sylva, NC 28779 | NC Works Career Center<br>26 Ridgeway Street, Suite 2<br>Sylva, NC 28779 |
| Jackson County<br>Human Resources Department<br>401 Grindstaff Cove Road, Suite A-218<br>Sylva, NC 28779 | NC Works Career Center<br>26 Ridgeway Street, Suite 2<br>Sylva, NC 28779   |  |  |
| <b>Closing Date:</b>   | <b>September 13, 2021</b>  |  |  |

### Jackson County is an Equal Opportunity Employer

*Pre-employment drug screen and criminal background checks are required  
Jackson County participates in the federal [E-Verify](#) program*