



Date: 06/30/10

Job Title: Office Assistant

Mission: Healthy At Home is dedicated to ensuring that seniors and disabled individuals are able to remain in **their own homes** safely and with the highest quality of life possible.

About the Organization:

We provide professional in home care to empower seniors and homebound individuals who are at high risk of premature death due to medication errors including; mixing, overdosing, skipping, and/or sharing prescribed medications.

About the Position:

Communicating with caregivers, clients and volunteers; scheduling; administrative support; assisting with marketing and fundraising; grant writing and tracking; data-entry

Qualifications:

- Excellent communication skills
- Organized and responsible
- Passion for seniors, the disabled and caregivers
- Non-profit background highly desired; medical background helpful but not required
- Grant-writing experience highly desired
- Good computer skills including internet research and social networking skills
- Must be able to cope under stressful environments and multi-task

Compensation: Open

To Apply / Contact Information:

Please email your resume to info@healthyathome24-7.org

Deadline: Until filled