

Position Overview

Job Title: Homemaker & Companion / Non-Medical Caregiving

Company: Homesit LLC

Location: Winter Haven, FL, USA | Polk County

Job Type: Part-time | On-Site: Residential Home

Position Status: W-2 Employee (Requires W-4 tax form completion upon hire)

Reporting To: Human Resources Department

Agency ID: HMCAHCA-0010

About Homesit LLC

At Homesit LLC, we are setting a new standard for non-medical homemaker and companion services across Polk County, Florida. We don't just provide standard help—we deliver absolute peace of mind, increasing safety and independence for local families.

Our mission is built on hospitality as a philosophy, where diligence, loyalty, and strength guide everything we do. As a trusted agency registered with the Florida Agency for Health Care Administration (AHCA), we support seniors (65+), adults with disabilities, and convalescent individuals. We take accountability seriously, foster true teamwork, and consistently raise the bar for in-home client support.

Why Join Our Team?

- **Competitive Perks:** Strong hourly pay and mileage reimbursement for community errands and transportation.
- **Professional Growth:** Paid orientation, continuous professional development, and mentorship to help you level up your skillset.
- **Work with Purpose:** Make a tangible, life-changing difference by keeping local seniors organized, safe, and connected.
- **Elite Workplace Culture:** Experience a supportive company that champions teamwork, honesty, and accountability.

Your Impact (Scope of Work)

In this blended role, you will act as a household coordinator and a safety anchor. You will handle daily home logistics, run community errands, and provide proactive, safety-focused companionship to reduce isolation. *(Note: This role focuses strictly on non-medical care solutions rather than medical or hands-on personal care).*

- **Home Logistics & Homemaking:** Maintain a pristine, organized home environment by performing light housekeeping, vacuuming, dusting, washing

dishes, doing laundry, and changing linens.

- **Errands & Community Transport:** Safely drive clients to doctor appointments, pharmacy runs, grocery shopping, personal visits, and other daily errands using your reliable vehicle.
- **Proactive Safety & Companion Support:** Blend meaningful social engagement with environmental safety. You will reduce client isolation through rich conversation and hobbies while actively ensuring hallways are safe, pathways are clear, and trip hazards are completely removed.
- **Nutritional Meal Prep:** Plan and cook delicious, nutritious meals following dietary instructions, preferences, and health restrictions.
- **Client Safety Monitoring:** Maintain a secure environment and promptly report any changes in the client's physical well-being or home safety needs to agency management.
- **Admin & Payroll:** Complete straightforward daily reports, document shift-change notes, and submit worked hours/mileage for accurate payroll processing.

Who We Are Looking For (Qualifications)

- **Transportation & Driving Record:** A valid Florida driver's license, an excellent driving record, and an insured, your own reliable personal vehicle are strictly required.
- **Experience:** Prior experience in homemaking, professional cleaning, delivery/errand running, or caregiving is preferred. Strong customer service skills are a must.
- **Education:** High school diploma or GED equivalent. Ambitious college students or individuals with some college background or a desire to enter the healthcare administration field are highly welcome. Training center and educational institute students are also welcome.
- **Soft Skills:** Respectful communication, a compassionate outlook, an enthusiastic attitude, and top-tier organizational skills to handle a dynamic environment.
- **Language Proficiency:** Ability to read, write, and effectively communicate fluently in English.

Legal, Tax, & Compliance Terms

- **Tax Classification:** Secure, stable W-4 employment status.
- **AHCA Compliance:** Applicants must complete a mandatory Level II background check and professional reference verification to comply with Florida Agency for Health Care Administration (AHCA) regulations.
- **Drug-Free Workplace:** Employment is contingent upon passing a pre-employment drug screening. Random and reasonable-suspicion testing is conducted to maintain staff and client safety.