

Position Overview

Job Title: Homemaker / 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: HMAHCA-0008

About Homesit LLC

At Homesit LLC, we are setting a new standard for non-medical homemaker and companion services across Polk County, Florida. We deliver peace of mind, safety, and independence to local families by focusing on home management and community logistics.

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 raise the bar for in-home client support by keeping living environments secure and daily logistics running smoothly.

Why Join Homesit LLC?

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

What You'll Do (Scope of Work)

As a vital member of our team, your primary focus will be household management, running essential errands, and providing reliable transportation. Companionship in this role is indirect, centering on creating a safe, hazard-free environment for the client.

(Note: This role focuses strictly on non-medical care rather than medical or hands-on personal care).

- **Errands & Safe Transport:** Safely drive clients or run independent errands for doctor appointments, pharmacy pickups, grocery shopping, and personal tasks.
- **Expert Homemaking:** Maintain a clean, organized home by performing light housekeeping, vacuuming, dusting, washing dishes, doing laundry, and changing bed linens.
- **Indirect Companionship & Environmental Safety:** Ensure client safety by maintaining clear passageways, removing immediate trip or fall hazards, and keeping the home environment organized.
- **Nutritional Meal Prep:** Plan and cook delicious, nutritious meals following dietary guidelines and restrictions.
- **Client Safety Monitoring:** Maintain a secure home environment and promptly report any changes in client 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.

What We're 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 are highly welcome.
- **Soft Skills:** Respectful communication, a task-oriented approach, an enthusiastic attitude, and top-tier organizational skills.
- **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.