

WORK VAPOR

Job Link: <https://workvapor.com/jobs/hybrid-home-care-and-office-support-assistant/>

HYBRID HOME CARE AND OFFICE SUPPORT ASSISTANT

BASE SALARY

USD 17 - USD 20

DESCRIPTION

Company: Guardian Angel Senior Services

Position: Caregiver with Office Skills

Industry: Healthcare / Home Care Services

Location: Lynnfield, MA 01940, United States (Hybrid – Field + Office Work)

Employment Type: Full-time

Salary: \$17 – \$20 per hour

HR Contact: 781-854-4000

Email: guardiancontacts@guardianangelseniorservices.com

Caregiving Responsibilities:

- Provide personal care and companionship to senior clients
- Assist with daily living activities and client support needs
- Ensure safety, comfort, and emotional well-being of clients
- Report changes in client health or behavior to the care team

Office & Administrative Support:

- Assist with client scheduling and coordination tasks
- Handle phone calls and staff communication
- Maintain accurate client records and documentation

HIRING ORGANIZATION

Guardian Angel Senior Services

EMPLOYMENT TYPE

Full-time

JOB LOCATION

United States

? Remote work from: United States

DATE POSTED

? 03/13/2026

- Support data entry, filing, and administrative tasks
- Use EMR software and office tools for care documentation

Role Requirements:

- Valid Home Health Aide (HHA) certification or CNA with home care experience
- Valid driver's license and reliable transportation
- Strong communication and computer skills
- Ability to balance caregiving and administrative responsibilities
- Organized, dependable, and team-oriented

Preferred Experience:

- Previous office or administrative support experience
- Familiarity with healthcare documentation systems
- Experience in home care or senior care services

Work Environment:

- Hybrid role combining in-field caregiving and office work
- Supportive and family-oriented care team
- Opportunity to contribute to both client care and operational support

How to Apply:

Call **781-854-4000** or send your **resume** to
guardiancontacts@guardianangelseniorservices.com

Learn more: <https://guardianangelseniorservices.com>