



Office (by appointment):

14524 61st St Ct N, Upper Suite 1, Stillwater MN

Mailing/Corporate Address:

28015 Lakelawn Dr, Lindstrom MN 55045

651-351-0038 info@hometosweethome.com

Client Transition Assistant, Part-time

Department: Client Services

Reports To: Owner, Lisa Bevins

Location: Office in Stillwater, MN | Projects within a 50-mile radius

Company: Home to Sweet Home

Job Summary

Join a team where warmth, positivity, and compassion lead the way. As a Client Transition Assistant, you'll support individuals and families, often older adults, as they move or downsize. You'll work closely with a Project Manager and fellow team members to provide hands-on assistance with sorting, packing, unpacking, and organizing household items. Your attention to detail and empathy will help create a seamless and dignified transition experience for our clients. Team members are also expected to help foster a calm, respectful, and emotionally safe working environment for both clients and coworkers.

Key Responsibilities

Transition Support

- Assist with sorting and organizing belongings to be moved, donated, or discarded
- Pack household items carefully and in accordance with safety and industry standards
- Unpack and set up the client's new home using provided floor plans and project direction
- Help with light cleaning or home clearing tasks as needed during or after transitions
- Treat all belongings with care and respect, whether they are kept, given away, or discarded

Client-Centered Service

- Promote client dignity, comfort, and emotional well-being at all times
- Observe and report signs of emotional or physical stress to the Project Manager
- Model calm, respectful, and professional behavior; elevated voices or harsh language are not acceptable
- Contribute to a peaceful, cooperative, and solutions-focused team culture
- Embody and reflect the company motto: "The Heart of Moving Matters"



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Qualifications

- High school diploma or equivalent
- Must pass a background check
- Must be legally authorized to work in the U.S.
- Reliable transportation to worksites within a 50-mile radius of Stillwater, MN

Skills & Abilities

- Ability to lift and carry up to 20 pounds
- Comfortable with stooping, reaching, twisting, and pushing as needed
- Follows verbal and written instructions accurately
- Works well in a team and responds to direction
- Demonstrates emotional maturity, patience, and a calm presence in all interactions
- Sensitive to the emotional aspects of client transitions
- Able to learn and use company scheduling apps and timekeeping tools
- Maintains a safe, respectful, and professional work environment

Additional Information

This job description outlines the general nature and level of work expected. Duties may change or evolve over time, and employees may be asked to take on additional tasks as needed.