

**ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.**

**POSITION VACANCY ANNOUNCEMENT**

POSTING DATE: 10/04/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 10/14/2017

OUTSIDE: X

POSITION Center Aide

INITIAL WORKSITE\* Cumberland

\* Subject to change based on program needs

PROGRAM: Older Americans Act

SALARY: Hourly: \$9.25

Annually: \$

**GENERAL SCOPE:**

Under the supervision of the Senior Center Manager and in accordance with HRDC Policies and Procedures and program guidelines, assists with programs organized through the Center for the aging and disabled adults; functions as a MAP information and assistance resource within the Center; develops and implements recreation and craft- oriented programs; assists with daily reporting and record keeping; assumes responsibility for Center activities when requested; maintains a professional attitude at all times; helps create a positive supportive environment for staff and participants; ensures customer confidentiality.

**QUALIFICATIONS:**

1. High School diploma or GED.
2. One-year experience paid or volunteer in working with the senior population.
3. Must take HIPAA training.
4. Demonstrated ability to conduct activities programs and participate in the development and implementation of said programs.
5. Must exhibit ability to communicate effectively orally and in writing.
6. Must have the flexibility and access to transportation to travel independently in all types of weather.
7. Must demonstrate basic computer literacy or ability to acquire same within Agency designated time frame.
8. Must be able to pass CPR and First Aid within agency designated time frame.
9. Must provide a satisfactory Criminal Background Check and drug screen within timeframe established by the program.
10. Valid driver's license and clean driving record.
11. At least 21 years of age.
12. Must have the physical ability to lift at least 50 pounds.

**WORKING CONDITIONS:**

1. Seven hours per day, five days per week with one hour off (unpaid) daily for lunch.
2. Must be able to flex schedule with center activities require it.
3. Work is primarily in the Senior Center with occasional assisting responsibilities on the vehicle.
4. This is a Union position.

NOTICE: All applicants must submit an HRDC Employment Application and cover letter of interest. HRDC applicants who are union employees and applying for another union position must also submit copies of their two most recent performance evaluations.

SUBMIT APPLICATIONS TO:

HRDC Personnel Office  
125 Virginia Avenue  
Cumberland, MD 21502