

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 01/19/2018 IN-HOUSE: X  
DEADLINE FOR APPLICATIONS: 01/29/2018 OUTSIDE: X  
POSITION: Center Director INITIAL WORKSITE\* Willow Creek Adult Care Center  
PROGRAM: Adult Care  
SALARY: Hourly: \_\_\_\_\_ Annually: \_\_\_\_\_

\* Subject to change based on program needs

**POSITION SUMMARY:**

Under the supervision of the Department Director, Adult Care Program, and in concert with HRDC Policies and Procedures, and Maryland Department of Health regulations, supervises and coordinates the health program of all participants; ensures periodic health screenings are completed by center RN's and Social worker; supervises center staff; responsible for care and use of center materials and equipment and plans and schedules center activities with the objectives of maximum utilization of facilities and resources; aids, along with all personnel, in creating a positive, supportive environment for clients, staff, and visitors; fosters good community relations; maintains a positive, professional attitude at all times; ensures client confidentiality.

**QUALIFICATIONS:**

**I. EDUCATION/EXPERIENCE:**

1. A four year, Bachelor's Degree preferably in the health and human service field.

**II. KNOWLEDGE, SKILLS & ABILITIES:**

1. Ability to develop computer skills within agency designated time frame.
2. Ability to exercise independent judgment.
3. Ability to handle multiple tasks in a highly pressured and changing environment.
4. Ability to establish meaningful program activities.
5. Possess good organizational and time management skills.
6. Possess the ability and temperament to effectively work with individuals and groups from all sections of the community.
7. Exhibit good oral and written communication skills.
8. Must have access to transportation to travel independently on a daily basis.
9. Must complete the Gerontology Certificate course within a prescribed time period.
10. Certification in CPR and First Aid Practices and Procedures desired. Ability and willingness to become and remain certified in both within agency time frame required.
11. Valid Driver's License and "Clean Driving" record as defined by agency's Policies and Procedures.
12. Must pass a physical examination by an approved physician prior to employment. (Successful applicant must pass a post job offer physical at his/her cost prior to being awarded position.)
13. Physical Requirements: Employee must be physically and mentally able to perform essential job functions to include: significant standing, walking, reaching, bending, grasping, pushing/pulling and lifting of clients with or without the aid of a mechanical device.

**WORKING CONDITIONS:**

This is a 40-hour per week position. Majority of time spent in Center. Attendance at some evening meetings may be required. Must have access to transportation. This is a salaried, exempt position.

NOTICE: All applicants must submit an HRDC Employment Application, resume, and cover letter which indicates how their work or educational experience meets the qualifications of the position. 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 Ave  
Cumberland, MD 21502

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