

**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: Health Director RN

INITIAL WORKSITE:\* Georges Creek Adult Care Center

\* Subject to change based on program needs.

PROGRAM: Adult Care

SALARY: Hourly: \_\_\_\_\_ Annually: \_\_\_\_\_

**GENERAL SCOPE:**

Under the supervision of the Adult Care Center Director, and in concert with HRDC Policies and Procedures and Maryland Department of Health and Mental Hygiene regulations, on a regular basis assists the Center Director with: the delivery of all required medical services and implementation of health policies; the supervision and coordination of the health program for all participants; the administration of medications and/or emergency treatments; the supervision and training of center staff; the conducting of periodic health screenings for the participants; creating a positive and supportive environment for participants, staff and visitors; fostering good community relations maintaining a positive professional attitude at all times; ensuring participant confidentiality.

**QUALIFICATIONS:**

1. Registered nurse currently licensed in the State of MD by Board of Examiners of Nurses.
2. Two (2) years full-time paid experience in nursing, preferably dealing with vulnerable adults.
3. Ability to develop computer skills within Agency designated time frame.
4. Ability to exercise independent judgment.
5. Ability to relate effectively with families, participants and Social/Health providers in accordance with highest standards of prevention and intervention in health care practices.
6. Able to handle multiple tasks in a pressured and changing environment.
7. Must exhibit good oral and written communication skills.
8. Must have access to transportation to travel independently.
9. Valid Driver's License "Clean Driving" record as defined by Agency's Policies and Procedures.
10. Must be at least 21 years of age.
11. Must pass a physical examination by an approved physician prior to employment. (Successful applicant must pass a post job offer physical at his/her own costs prior to being awarded position.)
12. 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.
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 a week position. Work will be performed in the center and on outings such as outreach, activities, home visits, etc.

NOTICE: All applicants must submit an HRDC Employment Application, resume, and cover letter of interest 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 Avenue  
Cumberland, MD 21502

**HRDC - AN EQUAL OPPORTUNITY EMPLOYER AND VETERANS ARE ENCOURAGED TO APPLY**