ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 6/15/22 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 6/24/22 OUTSIDE: X

POSITION: Activity Coordinator Respite INITIAL WORKSITE*

* Subject to change based on program needs

PROGRAM: Adult Day Care

SALARY: Hourly: $12.50

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, develops and implements a program of therapeutic activities designed to meet individual client needs; includes in activities one-to-one, small group and large group programs. Assists in creating a positive supportive environment for clients and staff; fosters good community relations; maintains a positive, professional attitude at all times; ensures client confidentiality.

QUALIFICATIONS:
EDUCATION/EXPERIENCE:

1. Must have a high school diploma or equivalent.
2. **Must have a minimum of three (3) years' experience in activities coordination or therapeutic recreation for: the aged, individuals with disabilities, or other special populations.**
3. Must have the ability to develop computer skills within Agency designated time frame.
4. Must have State of Maryland CNA certification

SKILLS:

1. Must exhibit good oral and written communication skills.
2. Mush have the ability to work well with people, especially elderly and to be sensitive to the problems of the elderly, disabled and low income persons.
3. Must be able to legibly and accurately complete forms and maintain records.
4. Must possess good organizational and time management skills.
5. Must have access to transportation to travel independently as needed.
6. Certification in CPR and First Aide Practices and Procedures are desired. Ability and willingness to become and remain certified in both within
   Agency time frame required.
7. Must possess a valid driver's license and have the ability to obtain the required Class C license by date required.
8. Clean driving record as defined by Agency's Policies and Procedures.
9. Must be 21 years of age or older.
10. Must have access to own transportation.
11. Must complete a satisfactory Criminal Background Check and drug screen within timeframe established by the program.
12. Must pass a D.O.T. physical examination and drug screen by an approved physician prior to offer of employment.
13. Must pass D.O.T driving certification within Agency time frame.

Requirements

1. Must have the flexibility to work overtime per program needs.
2. Must be physically and mentally able to perform essential job functions.
3. Must be able to perform significant walking, standing, reaching, bending, grasping, pushing/pulling.
4. Must have the ability to lift clients with or without the aide of a mechanical device.

WORKING CONDITIONS:

- Union eligible position.
- Up to 8 hours per day, with a half-hour unpaid lunch.
- Typically, Monday – Friday.
- Days and hours of work may vary based on program operations/needs.
- Attendance at some evening meetings/functions may be required per program needs.
- Majority of time is spent in the center, with the ability to travel within Allegany County per program needs.

SUBMIT APPLICATIONS TO: HRDC Personnel Office
125 Virginia Avenue
Cumberland, MD 21502

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