

ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.

POSITION VACANCY ANNOUNCEMENT

POSTING DATE: 4/16/2024 IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 4/21/2024 OUTSIDE: X

POSITION Center Aide INITIAL WORKSITE* Cumberland Senior Center

* Subject to change based on program needs

PROGRAM: Older Americans Act

SALARY: Hourly: \$15.00 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 complete a satisfactory Criminal Background Check and drug screen within timeframe established by the program.
10. Must pass DOT physical upon hire and maintain DOT certification renewals
11. Valid driver's license and clean driving record.
12. At least 21 years of age.

WORK ENVIRONMENT:

1. This is a union eligible position.
2. Up to 7 hours per day, with an hour unpaid lunch.
3. Typically, Monday – Friday.
4. Days and hours of work may vary based on program operations.
5. Must be able to flex schedule with center activities require it.
6. Work is primarily in the Senior Center with occasional assisting responsibilities on the vehicle.
7. Frequently lifts, moves, transports program supplies, vendor supply food orders, supplies for seniors, boxes, and equipment weighing up to 50 lbs.

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

AN EQUAL OPPORTUNITY EMPLOYER – VETERANS ENCOURAGED TO APPLY