

Department of Human Resources
Carroll County Government
225 North Center Street, Room 100
Westminster, Maryland 21157
410-386-2129



Currently accepting applications for:
Program Aide I
Bureau of Aging and Disabilities
An Equal Opportunity Employer

Program Aide I – Bureau of Aging and Disabilities

\$21,825 annually (\$13.99 hourly) (Grade G05), 30 hours per week, *contingent position**

Hours are typically Monday through Friday from 9:00 am – 3:00 pm

Apply by 5:00 pm on Friday, June 3, 2022

The Bureau of Aging and Disabilities is currently seeking a motivated, creative person with an enthusiasm for helping older adults with intellectual and physical disabilities to explore and make meaningful connections within their local community.

As a Program Aide, you will work with the Senior Inclusion Program participants to find meaningful ways to make connections within the local community. This includes assisting participants with the planning of individual and small group outings, documenting their progress, and when necessary helping them with various activities of daily living including hygiene needs. You may be asked to provide information and share relevant information with a participant's caregiver.

The ideal candidate for this position will possess basic computer skills, be flexible and possess strong communication skills.

See next page for the full job description

Qualifications:

1. High school diploma or GED
2. One year of experience assisting individuals in a direct care capacity*
3. Successfully complete all employer-provided, state-mandated training within 3 months of employment
4. Medication Technician Certification within 6 months of employment
5. First Aid, CPR, Bloodborne Pathogen, and AED Certification within 3 months of employment
6. Valid driver's license
7. Department of Transportation (DOT) Physical Card or must obtain within 3 months of employment
8. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Paid holidays

**Contingent employees are hired under an employment contract which includes paid time off and an additional 3% salary contribution for retirement.*

How to apply:

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kimberly L. Frock, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

PROGRAM AIDE I

GENERAL RESPONSIBILITIES

Assist seniors with developmental disabilities to participate in programming in an integrated setting, including recreational activities, educational programs, expressive arts, activities of daily living, and community outings.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Assist participants with developmental disabilities to experience community integration in daily senior center programs, including exercise, community outings, expressive arts, and activities of daily living, while following Nursing Care Plans and protocols
2. Assist in planning and delivering classes and activities for participants
3. Assist participants in small groups and help develop original programs/activities and devise ways for participants with multiple disabilities to participate successfully
4. Document participants' progress
5. Attend required in-service training and participate in Certified Medication Technician (CMT) training
6. Administer medications under the direction of the delegating nurse as instructed after the completion of CMT training
7. May drive a 12 passenger wheelchair lift bus for community programming as needed
8. Assist individuals with disabilities in activities of daily living, including hygiene needs, as identified in the Nursing Care and Diet Plans
9. Perform related duties as to specific assignments
10. Any employee may be identified as Essential Personnel during emergency situations.
11. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
12. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County

EDUCATION AND EXPERIENCE

1. High school diploma or GED
2. One year of experience assisting individuals in a direct care capacity*

* A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Apply knowledge of principles of recreation therapy and social work
2. Ability to motivate program participants
3. Apply knowledge and skills to network with community agencies
4. Read, analyze and interpret information
5. Define problems, collect data, verify data, establish facts and draw valid conclusions
6. Use computer software programs and/or other applications

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Successfully complete all employer-provided, state mandated training within 3 months of employment
2. Medication Technician Certification within 6 months of employment
3. First Aid, CPR, Blood Borne Pathogen, and AED Certification within 3 months of employment
4. Valid driver's license
5. Department of Transportation (DOT) Physical Card or must obtain within 3 months of employment
6. Requires criminal background record check as condition of employment