

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



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

**Senior Inclusion Program Aide – Bureau of Aging and Disabilities**

\$18,499 annually (\$14.23 hourly) 25 hours per week, contractual position  
Hours are typically four days per week and times vary between 8:30 – 3:00  
No evenings, weekends or holidays  
**This position will remain open until filled.**

The Bureau of Aging and Disabilities is 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 also be asked to provide information and share relevant information with a participant’s caregiver.

The ideal candidate for this opportunity 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. Experience assisting individuals in a direct care capacity preferred\*
3. Successfully complete all employer-provided, state-mandated trainings within 3 months of employment
4. First Aid, CPR, Bloodborne Pathogens, and AED certification within 3 months of employment
5. Valid driver’s license
6. DOT Physical Card
7. Requires a criminal background record 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:**

- ✓ 40 hours of Paid Time off (PTO)

**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
- Posted 09/30/2022  
(23-35)

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
6. May drive a 12-passenger wheelchair lift bus for community programming as needed
7. Assist individuals with disabilities in activities of daily living, including hygiene needs, as identified in the Nursing Care and Diet Plans
8. Perform related duties as to specific assignments
9. Any employee may be identified as Essential Personnel during emergency situations.
10. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution
11. 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. Experience assisting individuals in a direct care capacity preferred\*

*\* 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. First Aid, CPR, Blood Borne Pathogen, and AED Certification within 3 months of employment
3. Valid driver's license
4. DOT Physical Card
5. Requires criminal background record check as condition of employment