



## **Employment Opportunity**

Senior Inclusion Program (SIP) Aide - Bureau of Aging and Disabilities

\$11.55 hourly salary - 18 hours weekly - contractual position

*Apply By: Tuesday, February 11, 2020 @ 5:00 p.m.*

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**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. 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 general education diploma (GED)
2. Courses in Human Services; A.A. degree preferred
3. Two years of experience working with adults with disabilities as an activity assistant, teaching assistant or recreation assistant \*

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

## **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Successfully complete all employer-provided, state mandated training within 3 months of employment.
2. DOT Physical Card
3. Requires criminal background record check as condition employment

A Carroll County Government job application is required for these positions.

**Apply on-line: [www.carrollcountymd.gov](http://www.carrollcountymd.gov)**

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**Posted: 1/21/2020  
(20-63)**

**Carroll County is an equal opportunity employer**

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.