

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



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

Program Specialist, Senior Inclusion Program – Bureau of Aging and Disabilities

\$19.04 hourly (Grade C09), 40 hours per week, hours are typically Monday through Friday from 8:00 am – 5:00 pm

Apply by 5:00 pm on Friday, August 6, 2021

The Bureau of Aging and Disabilities is currently seeking a motivated, creative, detail-oriented individual with an enthusiasm for helping older adults with intellectual disabilities to join our team. The Senior Inclusion Program (SIP) is funded by Maryland's Developmental Disabilities Administration and licensed by the Office of Health Care Quality.

As the Program Specialist, you will plan and assure implementation of programs for older adults with intellectual and physical disabilities who participate in retirement-oriented activities in various community settings. You will be responsible for: assuring that daily program activity schedules are properly staffed and are based on participants stated preferences and needs; Assure that staff are adequately trained to assure that program participants are able to safely take part in activities of their choosing; Maintain effective relationships with caregivers and various partner agencies; When necessary, provide assistance to participants in daily activities including hygiene needs.

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

Click [here](#) for the full job description

Qualifications:

1. High school diploma or GED
2. Three years of experience in recreation or activity programming in a community setting and providing direct care support*
3. Successfully complete all employer-provided, state mandated training within 3 months of employment
4. Medication Technician Certification (or must obtain within 6 months of employment)
5. First Aid, CPR, Bloodborne Pathogens and AED Certifications (or must obtain within 3 months of employment)
6. Valid driver's license
7. Department of Transportation Physical Card (or must obtain within 1 month of employment)
8. Requires a 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
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 12 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

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 07/16/21
(22-19)

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.