

**ALLEGANY COUNTY HUMAN RESOURCES DEVELOPMENT COMMISSION, INC.**

**POSITION VACANCY ANNOUNCEMENT**

POSTING DATE: 05/18/2017

IN-HOUSE: X

DEADLINE FOR APPLICATIONS: 05/28/2017

OUTSIDE: X

POSITION: Substitute Driver/Aide

INITIAL WORKSITE:\* Willow Creek/George's Creek  
Adult Care Center

\* Subject to change based on program needs

PROGRAM: Adult Care

SALARY: Hourly: \$8.75 Annually: \_\_\_\_\_

**GENERAL SCOPE:**

Under the supervision of the Center Director, and in concert with HRDC Policies and Procedures and program guidelines, provides safe, convenient transportation for clients to and from the center, to appointments, and to other activities which are part of the Adult Care Program; is responsible for the safety and upkeep of vehicles; uses van only for authorized Adult Care Center business; aids, along with all center staff, in creating a positive, supportive environment for clients; maintains a positive, professional attitude at all times; maintains client confidentiality at all times; assists with client personal care needs in the center; assists with center cleaning and upkeep.

**QUALIFICATIONS:**

1. Must have a high school diploma or equivalent (GED).
2. Valid driver's license.
3. "Clean Driving Record" as defined in HRDC's Policies and Procedures.
4. Ability to drive in inclement weather.
5. Must possess basic communication skills and demonstrate reading and writing ability.
6. Must be able to work with at-risk adults and have patience in dealing with people on a daily basis.
7. Must be at least 21 years of age.
8. Successfully pass Criminal Background Check.
9. Must be able to lift 50 pounds.
10. Must be certified in CPR/1<sup>st</sup> Aid within Agency timeframes.
11. Ability to perform light maintenance work, to include climbing a ladder to reach light bulbs in the ceiling.
12. Physical Requirements: Employee must be physically and mentally able to perform essential job functions to include: significant standing, walking, reaching, bending, grasping, pushing/pulling and lifting of clients with or without the aid of a mechanical device.
13. **Pass a physical examination by an approved physician prior to employment.**

**WORKING CONDITIONS:**

This is a substitute, union eligible position. Hours per day/week depend on program needs. Position requires work at both Willow Creek and George's Creek Adult Care Centers.

NOTICE: All applicants must submit an HRDC Employment Application and cover letter of interest which indicates how their work or educational experience meets the qualifications of the position. 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