



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

June 12, 2023

NOW HIRING

HOME HEALTH AIDE (C.N.A.)

PART-TIME POSITION AVAILABLE

Dear Applicant,

Do you enjoy helping others and knowing your work is making a difference? Join us and be part of a team that offers services that make it possible for people to continue to live a healthy and happy life at home.

The Hub...on Smith has an open position available for Home Health Aide's (C.N.A.) working in the Help at Home Program, **part-time** position available. **Rate of pay \$18.00 per hour.** Help at Home is a licensed Wyoming home health service agency at The Hub... on Smith. Help at Home employees enjoy the benefit of working **daytime hours, flexible scheduling, Mon. – Fri, and no holidays.**

Essential functions of the job include providing one on one personal care to dependent adults in their home environment, as well as homemaking. Experience in Home Health preferred but not required.

- Interested persons must have a current State of Wyoming Certified Nursing Assistant license, be at least 18 years old, possess a high school diploma or its equivalent, and pass a Central Registry and Division of Criminal Investigations background check. Must have a current drivers' license and safe driving record. Offering of job will be dependent upon candidate providing a clean, current Motor Vehicle Department Report.

Applications will be accepted until the position is filled. Applications can be found at <https://thehubsheridan.org/human-resources-employment/potential-employees/>. Resume and application should be returned to The HUB ON SMITH – 211 Smith Street, Sheridan WY 82801. Thank you for your interest. The Hub... on Smith is an equal opportunity provider, equal employment opportunity and "At Will" employer.

Sincerely,

Sheree Childers-Cossel
Director of Human Resources

SENIOR CITIZENS COUNCIL JOB DESCRIPTION

POSITION: Home Health Aide
LOCATION: Throughout Sheridan County
REPORTS TO: Help at Home Manager

Essential Job Functions Include:

- Routinely provides personal care, homemaking & respite to dependent adults in the home setting
- Determines individual needs, likes, and dislikes and responds appropriately
- Completes orientation and on-going training as directed
- Maintains confidentiality
- Communicates and works with individuals in a respectful manner
- Reports concerns of health and safety regarding an individual or the program to supervisor immediately
- Hours may include weekends, nights and/or holidays
- Learns and understands organizations culture and models that culture
- Other duties as assigned

Physical Demands:

- Frequently communicates and exchanges information with others
- Full range of physical motion required
- Frequently transfers, lifts and positions object up to 50 pounds unassisted
- Frequently assists individuals with transfers and positioning exerting up to 50 pounds of force unassisted
- Frequently lifts more than 100 pounds with the assistance of mechanical lifts
- Drives to the home setting, providing own transportation with a valid driver license and insurance
- May assist the individuals with Activities of Daily Living and Instrumental Activities of Daily Living
- Must be able and willing to perform CPR and Basic 1st Aide
- TB assessment required on an annual basis

Special Knowledge, Skills and Abilities:

- Experience working with older adults and people with disabilities
- Ability to effectively hear, understand and communicate, both orally and in writing

Minimum Qualifications:

Current State of Wyoming Certified Nursing Assistant license. First Aid certification and CPR certification. Eighteen years of age. Possesses a high school diploma or its equivalent. Experience working with older adults or people with disabilities preferred. Have a valid driver's license and a safe driving record. Employment dependant on ability to pass a Central Registry and Division of Criminal Investigations background check.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal opportunity and "at will" employer.