



211 Smith Street

Sheridan, Wyoming 82801

(307) 672-2240

September 20, 2023

## **NOW HIRING Day Break Activities Aide**

The Hub...on Smith is accepting applications for a Day Break Activities Aide. Day Break is a rewarding and fun place to work, with the added benefit of knowing you are helping people to remain at home, independent and engaged in their community.

This part-time position works approximately 24 standard hours a week, no holidays, nights, or weekends. The rate of pay starts at \$15.00 per hour. Experience working with seniors or people with disabilities is a plus but will provide training to the right candidate.

Applications will be accepted until the position is filled. We will review applications as received and will notify you by phone if you are selected for an interview.

Qualified candidates should submit their application to The Hub ... on Smith, 211 Smith St., Sheridan, WY 82801. Applications will be accepted until the position is filled. The Hub...on Smith is an equal opportunity provider, and an "EEO" & "At Will" employer. Thank you for your interest in this position.

Sincerely,

Sheree Childers-Cossel  
Director of Human Resources

# SENIOR CITIZENS COUNCIL

## JOB DESCRIPTION

POSITION: Day Break Aide  
LOCATION: 211 Smith Street - Sheridan, WY 82801  
REPORTS TO: Day Break Director

### Essential Job Functions Include:

- Routinely provides supervision and assistance to dependent adults on a daily basis
- Participates in activities with participants one-on-one and in a group setting
- Initiates conversation with Day Break participants and encourages their participation in activities
- Communicates and works with individuals in a respectful manner
- May assist participants with grooming and personal care
- Completes orientation and on-going training as directed
- Orients participants to Day Break Program
- Maintains confidentiality
- Reports concerns of health and safety regarding an individual or the program to supervisor immediately
- Daily completes documentation per Day Break Policies and Procedures
- Participates in staff and client meetings
- Is knowledgeable and complies with Day Break Policies and Procedures
- Works as a cooperative team member with other staff in the area
- Other duties as assigned

### Physical Demands:

- Frequently transfers, lifts, positions, and physically assists individuals receiving services exerting up to 50 pounds of force unassisted
- Full range of physical motion required
- Frequently communicates and exchanges information with others
- Regularly observes and assesses clients
- Must be able and willing to perform CPR and Basic 1<sup>st</sup> Aide
- TB testing required on an annual basis

### Special Knowledge, Skills and Abilities:

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

### Minimum Qualifications:

Eighteen years of age. Possesses a high school diploma or its equivalent. Experience working with older adults &/or people with disabilities preferred. 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 provider  
and an equal employment opportunity and at will employer.***