



211 Smith Street

Sheridan, Wyoming 82801

(307) 672-2240

September 20, 2023

**NOW HIRING**  
Certified Nursing Assistant

The Hub...on Smith is accepting applications for a Day Break Certified Nursing Assistant. The focus of this position is assisting participants with bathing, grooming, and needed personal care in a spa setting. Day Break is a rewarding, exciting 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 position starts at \$18.00 per hour and will work approximately 24 hours per week, evening, and weekend hours available. Current State of Wyoming Certified Nursing Assistant certification is required.

Attached is a job description and an application form for this position. 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.

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 Certified Nursing Assistant  
LOCATION: 211 Smith Street - Sheridan, WY 82801  
REPORTS TO: Day Break Director

### Essential Job Functions Include:

- Assists participants with bathing, grooming, and needed personal care
- Routinely provides supervision and assistance to dependent adults on a daily basis
- Communicates and works with individuals in a respectful manner
- Responsible for laundry used in spa area
- Cleans and maintains the spa area and laundry room
- 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
- 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
- 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 or assessment 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:

Current State of Wyoming Certified Nursing Assistant license. Eighteen years of age. Possesses a high school diploma or its equivalent. Experience working with older adults &/or people with disabilities preferred. Employment dependent 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.*