



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

October 13, 2023

NOWHIRING
HOMEMAKERS
PART-TIME POSITIONS AVAILABLE

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 positions open in our Help at Home program! **Part-time** opportunities are available. The rate of pay is \$13.50 – 15.00 per hour depending on experience. 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 homemaking such as light housekeeping, laundry, linen change, shopping, errands, and home organization, in a one-on-one environment to dependent adults in their homes.

- Interested persons must be 18 years old, possess a high school diploma or its equivalent, and pass a Central Registry and Division of Criminal Investigations background check. Qualified applicants 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. Experience working with older adults and people with disabilities is preferred.

Applications will be accepted until the position is filled. Applications can be found at thehubsheridan.org. Resumes and applications can be returned to the front desk at The Hub on Smith – 211 Smith Street or email scossel@thehubsheridan.org. The Hub on Smith is an equal opportunity provider, equal employment opportunity and “At Will” employer. Thank you for your interest.

Sincerely,
Sheree Childers-Cossel
Director of Human Resources

The Hub JOB DESCRIPTION

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

Essential Job Functions Include:

- Routinely provides homemaking to dependent adults in the home setting
- Determines individual needs, likes, and dislikes & responds appropriately
- Completes orientation and on-going training as directed
- Maintains confidentiality and HIPAA
- Communicates and works with individuals in a respectful manner
- Reports concerns of health and safety regarding an individual or the program to supervisor immediately
- Other duties as assigned

Physical Demands:

- Frequently communicates and exchanges information with others
- Frequently transfers, lifts and positions objects up to 50 pounds unassisted
- Full range of physical motion required
- Drives to the home setting, providing own transportation with a valid drivers license & insurance
- May assist the individuals with Instrumental Activities of Daily Living (IADL's)
- Must be able and willing to perform CPR and Basic 1st Aid
- 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:

18 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.

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