



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

April 12, 2024

Job Opening
HOME HEALTH AIDE (C.N.A.)

Dear Applicant,

Are you passionate about making a meaningful difference in the lives of others? We invite you to join our team at The Hub...on Smith, where we offer services that enable individuals to maintain their well-being and happiness within the comfort of their homes.

We currently have an exciting opportunity for Home Health Aides (C.N.A.) to join our Help at Home Program. The primary responsibilities of this role include delivering personalized care to individuals in need and assisting with homemaking tasks in their home environment. While prior experience in Home Health is advantageous, it is not a requirement for consideration.

This is a part-time non-exempt position with the potential to grow into full-time. We provide flexibility of daytime hours, Monday - Friday, with no holiday work required and offer a competitive hourly rate of \$18.00.

Qualified candidates must hold a current State of Wyoming Certified Nursing Assistant license, be at least 18 years old, possess a high school diploma or equivalent, and successfully pass a thorough background check, including Central Registry and Division of Criminal Investigations screenings. Additionally, candidates must maintain a valid driver's license and demonstrate a safe driving record.

Attached you will find a complete job description. Please submit your application - including three work-related references, resume and cover letter to tburt@thehubsheridan.org or to my attention at 211 Smith Street, Sheridan, WY 82801. Applications will be accepted until the position is filled.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. Candidates will be notified by phone if an interview is desired.

Thank you for your interest in this position.

Warm Regards,

Taisshia Burt
Director of Human Resources

SENIOR CITIZENS COUNCIL
The Hub on Smith
JOB DESCRIPTION

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

Essential Job Functions Include:

- Regularly provides personalized care, homemaking, and respite services to dependent adults within their homes.
- Assesses individual needs, preferences, and preferences, and adapts care accordingly.
- Completes comprehensive orientation and ongoing training as directed by the organization.
- Maintains strict confidentiality regarding sensitive information.
- Interacts with individuals respectfully and effectively communicates with them.
- Promptly reports any health or safety concerns related to individuals or the program to the supervisor.
- Undertakes additional responsibilities as delegated.
- Engages frequently in verbal communication and exchanges of information with others.
- Demonstrates a full range of physical motion as required by the tasks.
- Regularly lifts, transfers, and positions objects weighing up to 50 pounds without assistance.
- Assists individuals with transfers and positioning, exerting up to 50 pounds of force unaided.
- Utilizes mechanical lifts to lift objects weighing more than 100 pounds.
- Drives to home settings using personal transportation, holding a valid driver's license and insurance.
- May assist individuals with Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs).
- Proficient and willing to perform CPR and Basic First Aid.
- Annual Tuberculosis (TB) assessment is mandatory.

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 is 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 and "at will" employer.