

POSITION DESCRIPTION

Position Title: Adult Day Health Services Program Aide

Reports to: Floor Supervisor & Activities Coordinator

Status: Regular Full Time Non-Exempt

Pay Range: \$19/hour - \$20/hour DOE

General summary:

The Adult Day Health Services Program Aide is responsible for implementing group and individual care, therapeutic, and recreational activities for participants in the adult day care and adult day healthcare programs.

Essential Job Functions:

- Responds to participant inquiries in a timely manner.
- Prepares supplies needed for activities and recreational programs.
- Assists participants in achieving activities goals indicated in Individualized Service Plans by implementing and leading group, small group, and individual activities.
- Supervises and assists with ambulation of participants.
- Escorts clients by walking with or pushing wheelchair to and from vehicles.
- Assists in meal and snack preparation and servicing of food as needed.
- Serves as backup to the Kitchen Coordinator who is responsible for daily food preparation and for following all regulations of the CACFP, food delivery and presentation, data collection, documentation, safety, cleanliness, and evaluation in the service work setting.
- Assists with clean-up after noon meal service, bus and wipe tables, empty trash receptacles.
- Assists in the development of group activities and monthly activities calendar.
- Monitors and records such data as participant attendance and participation in activities.
- Assists with clean-up and lock-up of center.
- Assists with clean-up of kitchen as needed.
- Assists with clean-up and storage of meal and snack supplies.
- Assists with moving and rearranging furniture i.e. tables and chairs for special programs
- Assists with therapeutic activities as needed.
- Assists with personal care needs including assistance with toileting along with providing hygiene or grooming assistance to participants.
- Attends monthly in-service trainings, monthly staff meetings and department meetings as required.
- Other duties assigned.

Minimum Requirements:

High School Graduate/CNA preferred

Two years work experience in related field required

Excellent time-management skills and effective interaction with people at all levels a must

Written, verbal, and interpersonal communication skills required.

Employees must be able to be creative and flexible, problem solve, organize and complete tasks in a timely manner, follow directions of supervisor, take initiative, work effectively with other staff members and volunteers, interact appropriately with family members, caregivers and the general public.

Must have CPR and First Aid Certification within 6 months of hire and maintain certification for duration of employment.

Physical Demands:

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential and non-essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The position may require employees to do any of the following, sometimes frequently: sit, stand, bend, stoop, reach overhead with hands and arms, twist and walk as needed.

Employees may need to assist participants to transfer to or from a wheelchair to chair

Employees may be required to push, pull, lift and carry when needed (e.g. trays, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables, etc.)

Employees must be able to assist participants in emergency situations when needed.

Must be able to push wheelchair participants up to 250 lbs.

Must be able to assist participants up to 200 lbs in ambulation.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

Work environment:

The work environment characteristics described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work indoors in an open environment
- Have daily contact with a large group of participants
- Work outdoors as scheduled
- Lots of flexibility and spontaneity required

The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.