

## **Senior Concerns Position Description**

### **Program Aide**

**Job Title:** Program Aide

**Department:** Adult Day Center

**Reports To:** Director of Programs / Adult Day Program Manager

**FLSA Status:** Non-Exempt, Part Time . The expected schedule is between 9:30 am and 2:30 pm Monday through Friday with a once a month start time of 8:30 am to allow for staff meetings.

**Salary Range:** \$20 per hour

**Summary:** The Program Aide assists in conducting activities and daily operating procedures at the Senior Concerns Adult Day Center.

**Essential Duties and Responsibilities:** To be able to perform the following duties:

1. Conducts daily activity program under the supervision of the *Adult Day Program Manager and Assistant Program Leader*.
2. Performs, and assists with occupational arts & crafts, games, physical exercises, recreational games, special events, and discussions.
3. Leads and assists large and small groups and one-on-one activities energetically and competently under supervision. Reinforce positive behaviors and to promote social interaction.
4. Assists participants with daily living skills; including toileting, feeding, food preparations, walks, etc as needed.
5. Re-directs disruptive clients to prevent injury to themselves and others. Responsible for participants overall safety.
6. Attends staff meetings and scheduled in-service trainings.
7. Prepares beverages, snacks, and assists in serving and clean-up of meals and snacks.
8. Washing dishes and performs clean up after meal time.
9. Arranges chairs, tables, and equipment in designated rooms or other areas for scheduled activities, and performs light housekeeping as may occasionally be required to support continuing activities.
10. Maintains equipment and supplies with care and in an organized manner. Maintains Center in an orderly manner under supervision. This includes maintaining outsides areas, sweeping leaves and cleaning off outdoor tables and chairs.
11. Observes behavior changes, signs of illness or fatigue in participants. Alerts supervisor and advises of any emergencies and reports observations according to procedures.
12. Responsible escorting clients and in and out of the center.
13. Opens and closes center when assigned.
14. All other duties as assigned.

#### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies :

Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Able to identify and assist co-workers with responsibilities as needs arise to contribute to a positive team spirit. Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values. Proactive towards Participants needs/actions and takes ownership for outcome of center's activities assigned.

Uses time efficiently. Accepts responsibility for own actions. Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty assigned. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Two years work related experience with understanding of dementia behaviors/management. Prior experience in caregiving field is a plus. A high school diploma or GED is preferred but not mandatory.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**Certificates, Licenses, Registrations:**

1. Valid California Driver's License.
2. Must hold a current CPR/First Aid Certificate.
3. Must pass a medical examination, including a drug and alcohol test, prior to commencing work. The test will also include a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to or seven days after employment.
4. Prior to commencing work, the employee shall sign and submit to a Criminal Record Clearance Form, which would also include fingerprinting.
5. Prior to commencing work, the employee must pass drug and alcohol testing. After commencing work, the employee must submit to reasonable suspicion drug and alcohol testing.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and taste and smell. The employee is required to walk, sit and occasionally required to stoop, kneel, or crouch. The employee is must occasionally lift and/or move up to 50 pounds and must pass a 50 pound lift requirement. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those that an employee encounters while performing their essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

All employees, regardless of position, serve as role models for children, adolescents, adults, families, and the community who are provided services by Senior Concerns. Therefore, each employee must at all times be emotionally stable and able to function effectively with Senior Concerns' culturally diverse employees as well as the community. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions and any form of harassment (see Personnel Manual) as well as inappropriate emotional expressions will not be accepted.

*I have read the responsibilities of my position and understand the evaluation criteria  
That will be used as a measure of my performance.*

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Employee's Name (Printed)

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Employee's Signature

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Date