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| **Community:** | Garden Spot Village |
| **Department:** | Adult Day Services (ADS) |
| **Reports to:** | Director of Adult Day Services |
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| **Overview:** | Assist in the activity programming and personal care of Adult Day Services clients. |
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**Essential Functions**

* Complies with established policies and procedures and maintains established standards and practices including the Compliance Program/Code of Conduct.
* Follows Residents' Rights policies at all times.
* Comes to work as scheduled and consistently demonstrates dependability and punctuality.
* Attends all in-services and training sessions relevant to the position.
* Treats all information about clients, their condition, and family as confidential.
* Assist the clients in a manner conducive to their safety, comfort and independence level.
* Helps to directly conduct selected activities.
* Identifies and reports any equipment malfunction to a supervisor.
* Assists with planning daily and monthly Adult Day Services activity calendars.
* Assures that high standards of care for persons with cognitive impairments are implemented and met as they pertain to the activity program and other aspects of care.
* Assists in personal care of clients as needed. These duties may include assistance with:
* Toileting and peri care
* Bathing
* Dressing and clothing care.
* Fingernail care (Occasional)
* Tasks of daily living, such as care of personal possessions, using the telephone, and helping the client to remember scheduled appointments and activities
* Transfer and ambulation
* Communicates effectively with the Director of Adult Day Services regarding the Adult Day Services’ programs, goals, objectives, problems, and activity successes.
* Assists with the completion of necessary documentation in accordance with state regulatory requirements and facility policies.
* Accompanies clients to and from other scheduled activities both within and outside the building.
* Assists in the operation of Adult Day Services in the absence of the Director of Adult Day Services and/or another designated staff person in charge of the program.
* Helps to orient new clients to the Adult Day Services program, its activity schedule, and meal and snack times.
* Serves meals and snacks to clients at appropriate times.
* Assists with the setup of tables and with clean up.

**Essential Functions (Cont.)**

* Completes the ordering of food supplies from Catertrex.
* Works to enhance quality programming for clients.
* Acts professionally and appropriately in all client and family interactions.
* Assists with medication administration upon completion of specific on-the-job training.
* Attends and participates in scheduled training and educational in-services.
* Performs other duties as assigned by the Director of Adult Day Services or the designated staff person in charge of the program, in order to provide support and to implement an effective Adult Day Services activity-centered program. This includes the performance of assigned duties that are consistent with the employee’s specialized training, certifications, and licenses.
* Performs other duties and responsibilities as assigned.

**Secondary Functions**

* Answers the telephone, determines the nature of the call and directs the caller to the appropriate individual.
* Performs occasional light housekeeping tasks.

**Job Qualifications**

* Must have a high school diploma or GED equivalent with one or more years of related experience in working with individuals in health care or social service settings.
* Must have the ability and desire to work with older persons with cognitive impairments.
* Must have good communication skills, both verbal and written.
* Must have good motivational skills.
* Must have the ability and energy to help maintain an effective activity program in order to meet the physical, spiritual, social, intellectual, sensory, and emotional needs of clients with cognitive impairments.
* Must function independently, have flexibility, personal integrity and the ability to work effectively with clients, personnel, and family members.
* Must be able to function in a close teamwork environment and be willing and able to contribute to all areas of work.
* Must have the ability to take direction from designated staff persons.
* Must be able to relate to and work effectively with cognitively impaired individuals and, at times, aggressive individuals within the Adult Day Services program.
* Must treat clients with kindness and respect at all times.
* Must complete a First Aid Course and become CPR certified after hire.

**Equipment to be Used**

* Computer and other office machines such as: fax machine, telephone, calculator, copier, etc.

**Working Conditions**

* Must be constantly alert for the client’s safety.
* May be subject to aggressive, hostile, and emotionally upset clients.
* May be subject to frequent interruptions.
* May be subject to exposure to infectious waste, diseases, including: Tuberculosis, AIDS and Hepatitis viruses

This job description does not constitute a contract for employment.

I have read, understand, and will comply with this job description.

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Team Member Name (Please Print)

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Team Member Signature Date

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Department Supervisor Signature Date

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Human Resources Director Signature Date