SENIOR SERVICES
Embrace Your Age

JOB DESCRIPTION

PROGRAM AIDE
SEASONS ADULT DAY SERVICES

TITLE: Program Aide

QUALIFICATIONS:
Education/Training/Experience: High School Diploma or GED required. Specific training in assisting persons with Alzheimer's disease and/or dementia preferred.

Job Requirements:

- Good communication skills.
- Ability to document and/or report observations in a clear and precise manner.
- Must show special ability to work as a part of a team.
- Possess good customer service skills and displays professionalism.
- Employee's cooperation and innovative thinking in a fast-paced environment is essential.
- Reliable transportation, good driving record, valid driver's license and current automobile insurance.

JOB GOAL: Provide assistance in a variety of activities tailored to meet the needs of the participants as indicated by their care plan, to promote health, maintain independence and maximize participant's abilities.

REPORTS TO: Program Manager

PERFORMANCE RESPONSIBILITIES:

1. Facilitate large, small and independent therapeutic programs on a daily basis with emphasis on displaying positive verbal and non-verbal communication.
2. Provide assistance to participants with personal care needs.
3. Facilitate and assist with other activities of daily living.
4. Maintain records and documentation as required on each participant while maintaining confidentiality in all areas.
5. Prepare for daily refreshments.
6. Maintain an awareness of, and follow, Senior Services policies and procedures with special emphasis on safety, including abiding by common sense work practices and precautions.
7. Maintain an awareness of, and follow practices, to ensure adherence to universal precautions and proper body mechanics.
8. Attend trainings and monthly staff meetings as assigned.
9. Assist with the daily cleaning of the department, such as bathrooms, kitchen, dishes, floors, and laundry as needed.
10. Perform other duties as required.
11. Physical Requirements (as necessary)
    a. Be able to lift at least 25 lbs.
    b. Be able to sit and/or be on feet (standing or walking) for extended periods of time.
    c. Bending
    d. Reaching
    e. Pushing/Pulling
    f. Repetitive movement
    g. Crouching

Reviewed and Agreed to by_____Date_____