

South County Adult Day Services

POSITION DESCRIPTION

Position Title: Program Aide

Status: Non-exempt

Reports to: Activity Supervisor, Assistant Activity Supervisor

General summary:

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

Essential Job Functions:

- Respond to customer inquiries in a timely manner.
- Prepare supplies needed for activities and recreational programs
- Assist participants in achieving activities goals indicated in Individualized Service Plans by implementing and leading group, small group and individual activities
- Supervise and assist with ambulation of clients
- Escort clients by walking with or pushing wheelchair to and from vehicles
- Assist in meal and snack preparation and servicing of food as needed
- Assist with clean-up after noon meal service; bus and wipe tables, empty trash receptacles
- Monitor need for supplies and activities equipment and assist in purchasing supplies as needed
- Assist in development of group activities and monthly activities calendar
- Monitor and record such data as participant attendance and participation in activities
- Assist with clean-up and lock-up of center
- Assist with clean-up of kitchen as needed
- Assist with clean-up and storage of meal and snack supplies
- Assist with moving and rearranging furniture i.e. tables and chairs for special programs
- Attend monthly in-service trainings, monthly staff meetings and department meetings as required

Minimum Requirements:

- High School Graduate/Bachelor's Degree 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

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- 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.
- SoCal Senior Services d.b.a. South County Adult Day Services 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.

To Apply:

Send Resume, cover letter and salary history (mandatory) to SoCalSeniors.HR@gmail.com

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