

## **POSITION DESCRIPTION**

**Position Title:** CNA/Program Aide

**Director Division:** Programs and Education

**Reports to:** Nursing Supervisor

**Status:** Non-Exempt

Summary: Under the direct supervision of CNA supervisor, the Program Aide is responsible for providing personal care and assisting in monitoring the health status of participants, and implementing group, individual, therapeutic and recreational activities for participants in adult day care and adult day healthcare programs.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

CNA responsibilities: Under the direction of CNA Supervisor or Nursing Supervisor:

- Provides direct patient care as assigned by the CNA Supervisor or Nursing Supervisor and communicates patient's response.
- Performs and records routine procedures e.g. vital signs, height, weight.
- Assists patients with tending to personal care and activities of daily living including but not limited to: ambulation, transferring, toileting, assisting with meals, providing plenty of fresh water as well as extra nourishment between meals, escorting participants to and from transportation.
- Documents care and services per departmental standards.
- Ensures a safe and welcoming environment.
- Observes patients while performing delegated tasks and reports significant findings regarding patient safety, personal needs and changes in patient's condition to the Supervising CNA or licensed nurse.
- Assist the nurses and other staff as needed.
- Performs housekeeping and dining room duties.
- Assists with keeping participants areas stocked, clean, and orderly.

Program Aide: under the direction of the Activities Supervisor:

- Planning, implementing, and assisting with patient participation in therapeutic activities
- Assisting with meal and snack preparation, serving, and cleaning up.

### **General Duties**

- Assist patients with concern and empathy.
- Respect patient confidentiality and privacy.
- Communicate in a courteous and respectful fashion.
- Anticipate patient issues to circumvent challenges and deliver unsurpassed patient experience.
- Prioritize tasks to ensure optimum services to residents as requests and needs change.
- Taking part in staff trainings and team meetings
- May perform other duties as assigned.

### **Special Requirements**

- Applicant must be able to obtain CPR and First Aid Certification and Medicaid Certification within the probationary period.
- Applicant must submit to testing for tuberculosis.
- A pre-employment criminal records check will be conducted. Applicant will be required to provide police clearance records upon final consideration for employment.

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](mailto:SoCalSeniors.HR@gmail.com)