

Position Title: TRANSPORTATION & PROGRAM AIDE

Reports to: Transportation Coordinator and Activities Coordinator

Status: Full-time

General Summary:

Reporting to the Transportation Coordinator, the Transportation / Program Aide is responsible to assist with coordinating transportation of participants to and from the center. Is also responsible for implementing group and individual therapeutic and recreational activities for Adult Day Care and Adult Day Health Care clients as needed.

Essential Job Functions:

- Assist Transportation Coordinator with:
 - Scheduling and checking rides to and from the center
 - Maintaining detailed transportation record/log of provider
 - Assisting participants on and off the bus
 - Answering telephones (inbound calls, inquiries, transferring etc.)
- Assist in maintaining current participant information (on logs, google doc & shared drive)
- Interact with transportation providers and their drivers daily
- Prepare supplies needed for activities and recreational programs
- Assist participants in achieving activities goals indicated in Individual Care Plans; By implementing and leading group, small group and individual activities
- Supervise and assist with ambulation of clients
- Provide transferring assistance to participants
- 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
- 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 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 related staff meetings and trainings
- Perform other duties as assigned (i.e., bulk mailings, photocopying, mailing labels, etc.)
- Attend monthly in-service trainings, monthly staff meetings and department meetings as needed
- Maintain work areas organizations & cleanliness

Minimum Qualifications:

- High school diploma or GED
- Bi-lingual English & Spanish or Vietnamese preferred
- Written and Verbal fluency in English
- Demonstrated competence in helping others
- Computer skills (word, excel, email, google docs etc...)
- Demonstrated sensitivity to cultural diversity
- Demonstrated good verbal and written communication skills
- Demonstrated good interpersonal skills
- Be in good health and pass a general physical and obtain a TB screening

Ability 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 public

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential and non-essential functions of this job:

Essential Functions:

- Employees in this position sit, stand, bend, stoop, reach overhead, twist, and walk as needed
- Push, pull, lift and carry when needed, e.g. trays or boxes, supplies, wheelchairs, other assistive devices, bags of trash, chairs, tables
- Employees must be able to assist participants in emergency situations when needed
- CPR and First Aid Certification within 6 months of hire and maintain certification for duration of employment

Non-Essential Functions:

- Push wheelchair clients up to 200 lbs.
- Assist clients up to 200 lbs. to ambulate
- Assist client to transfer to or from a wheelchair to chair

The work environment described here is representative of those an employee encounters while performing the essential functions of this job:

- Work indoors in an open environment
- Have daily direct contact with a large group of clients
- Work outdoors as scheduled arrivals and departures

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.

Alzheimer's Orange County 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.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

