

## **ADULT DAY PROGRAM AIDE**

### **JOB DESCRIPTION**

**TITLE:** Adult Day Program Aide

**SUMMARY:**

Program Aides work under the supervision of the Program Director to meet the needs of participants in this program, including personal care, leading activities, assisting with meals, and giving support to participants and families.

The goals of the program are to:

1. Provide a safe, enjoyable experience for the participants.
2. Focus activities to emphasize the remaining abilities and strengths of participants, while accommodating their limitations.
3. Provide opportunities for social interactions that enhance each participant's sense of belonging, self-worth, and dignity.
4. Support family caregivers through providing an alternative care setting, opportunities for respite, educational materials, an accepting atmosphere, and referrals to other resources.

**WORK SCHEDULE:**

The position of Program Aide is a part-time, hourly position.

**RESPONSIBILITIES:**

- Set up room for the day's activities.
- Welcome participants as they arrive, helping them and their family members to feel comfortable.
- Work with Program Director and other Program Aides to provide a variety of appropriate activities to meet the needs and interests of all participants (crafts, current events, snacks/meals, exercises, music, etc.).
- Assist participants needing help with activities; encourage participation.
- Provide alternate activity for individuals preferring not to participate or unable to participate due to cognitive deficits, agitation, etc.
- Assist participants with toileting and personal hygiene as needed.
- Assist participants as family members arrive to take them home.
- Clean up room, returning activity materials to storage, etc.
- Assist with serving, set-up, and clean-up for meals and snacks
- Keep kitchen clean, load/unload dishwasher, take trash out as needed.
- Monitor bathrooms and clean as needed.
- Advise Program Director and/or Program Nurse of concerns about participant interactions, adjustment, behavior, etc. Work cooperatively to devise solutions.
- Assist with documentation as needed.

- Report suspected abuse/neglect of seniors or adults with disabilities, aged 18-59, to Illinois Department on Aging Hotline (800-252-8966) or local office (236-5863), as mandated by state law.
- Occasionally provide transportation for a participant or run errands as assigned by Program Director. (not required)
- Work cooperatively with all participants, other staff, and volunteers
- Respect the confidentiality of all program participants and their families at all times.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and skill equivalent to a high school education
- Write, speak and read understandable English
- Ability to deal patiently, compassionately, and non-judgmentally with participants and family members
- Demonstrated record of reliability
- Ability to meet flexible schedule

#### REQUIREMENTS

Program Aides must:

- Complete orientation training within the first month of working with the program.
- Participate in ongoing training and staff meetings
- Complete an application including authorization to check references to conduct criminal record checks, and to obtain a driving record abstract.
- Be dependable regarding attendance (fewer than 4% absences) and punctuality.
- Abide by St. John's appearance standards policy
- Abide by all policies and procedures of St. John's Community Care
- Possess a valid driver's license and adequate automobile coverage. (\$50,000/individual, \$100,000/accident is required to transport clients.) This requirement is waived if caregiver will not be driving participants or running errands.
- Contribute to the positive culture of our organization through teamwork, relationships with colleagues inside and outside the organization, and commitment to our mission.

*St. John's Community Care is an equal opportunity employer.*

Date revised: March 2015

