

Better Day Club LLC Job Description **Summer/Seasonal Program Assistant**

Job Title: Program Assistant

Reports To: Executive Director & Assistant Director

FLSA Status: Non- Exempt

Prepared By: Cathleen I. Weber

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Approved By: Cathleen Weber & Abigail Baldwin

Approved Date: April 1, 2016

Hours: Current hours for this position will be of 15 hours per week.

Schedule: 11:30 a.m. to 4:30 p.m. on Wednesday, Thursdays and Fridays. Additional hours may be requested for initial training, orientation and staff meetings. This position is from mid May through the third week of August 2016.

Pay: This is an entry level staff position at minimum wage. Additional experience and certifications can be considered.

The Program Assistant provides daily practical support for programming as well as assistance to club members with Activities of Daily Living (ADL's) during programming. Supervision is provided under the general direction of the Assistant Director with input from the Executive Director. Some input will be provided from therapy staff as it relates to specific therapy programming (speech, art and music therapy).

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following (other duties may be assigned by supervisor):

1. Take leadership in cleaning and maintaining good hygiene in every area of the facility.
2. Take lead role in daily set up for kitchen procedures, food prep done on-site (most meals are catered and agency provides appetizers, snacks and celebration foods) in accordance with agency policy and procedures.
3. Maintain and follow safe kitchen and food prep procedures to serve lunches and snacks in accordance to agency policy and procedure.
4. Follow individual club member care plans for food prep/preferences (agency maintains this information for staff members).
5. Provide kitchen clean up in keeping with agency policy and procedure.
6. Provide post program clean up assistance as well as routine clean-up of facility as needed (mopping, cleaning bathrooms, dusting, taking out trash, etc.)
7. Assist club members with a wide range of activities of daily living (ADL's), as indicated by individual needs of each club member. These may include any of the following in limited scope in keeping with agency criteria for admission and discharge to the program. These may include some level of support in: assistance with meal set up, adjusting clothing, verbal and limited physical prompts for personal hygiene, walking, way-finding.

8. Document and maintain timely records of receipts, morning/opening and evening/closing checklists as well as other documentation and paperwork required for essential program and position functioning.
9. Assist club members with program activities, initiating and encouraging socialization among club members.
 - a. Learn to identify different types of programming offered, for example, social engagement and therapeutic engagement. Demonstrate appropriate supportive interventions based on the activity that is being offered. Assist club members with program activities encouraging participation according to the type of activity offered and the club members care plan/level of assistance needed.
 - b. Assist club members with program activities encouraging participation according to the type of activity offered and the club members care plan/level of assistance needed.
10. Observe and report pertinent information to designated supervisory staff.
11. Maintain confidentiality of club members and their families.
12. Make sure the facility is secure for club members who may have a tendency to wander away and be alert at all times to the whereabouts of every participant.
13. Provide input into plans of care for individual club members when a change in mental or physical status is observed or mentioned by club member or family member
14. Focus on the well-being of the club members above all and pay close attention to the individual needs of each club member.
15. Attend all in-service and staff trainings in order to ensure understanding and adherence to all agency policies and procedures including health, safety, emergency procedures. Demonstrate willingness and ability to learn and develop new skills in order to maintain certifications or agency policies.
16. Other duties will be offered and assigned based on individual staff's skills and interests and program needs.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Minimum High school diploma or General Education Degree (GED) and one year related experience with older adults who are experiencing Alzheimer's or a related dementia or post stroke. Some college preferred. Academic focus on aging, speech/language pathology, social work, physical or occupational therapy, nursing, public health or similar human service field preferred. Forty hour Dementia Care Certification

preferred but not required. Equivalent combination of education and experience will be considered. Must be over 18 years of age.

- CNA certification is preferred and will be given consideration.
- Please note on the application or your resume if you are proficient in languages other than English.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before groups of customers or employees of organization.
- **Mathematical Skills:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of US dollars, weight measurements, volume, and distance.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to determine when and what information to communicate to other staff members and supervisors concerning changes for self, club members and/or club member families.
- **Technology Skills:** Ability to send/receive professional email as means of staff communication. Ability to: utilize the computer for word processing documentation, record keeping, use Microsoft office suite or similar for creation of event flyers, activity calendars, registrations and club member activity communication as needed to coordinate activities.
- **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance, vision, peripheral vision, depth perception, and ability to adjust focus.

- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, blood borne pathogens, and outside weather conditions. The noise level in the work environment is usually moderate.

- **Other Requirements:**
 - Employee must be available to work throughout the summer with limited time off needed, including time that local universities are on holiday or summer schedules. The position is for direct program hours, thus hours are not flexible and cannot be shifted.

- Special interests/skills related to gardening, small building projects or other talents or hobbies which can be offered to programming are a plus.