

# Adult Day Services Program Assistant

## Job Duties & Qualifications

### Qualifications:

High School Diploma or GED.

Pleasant disposition, must enjoy older adults

Experience not necessary but experience as Nursing Assistant or RT assistant a plus.

### Requirements:

Able to work from as early as 6:30 AM to as late as 6:30 PM Monday thru Friday and every fourth Saturday as needed. Able to attend the Mandatory Staff In-service Day which is held on a Saturday twice each year

Must be able to lift (transfer) 85 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

### Duties:

1. Prepare and serve snacks to participants and be aware of dietary restrictions.
2. Serve and assist with lunch - feed participants if needed.
3. Perform or assist with Therapeutic activities as directed by Program Liaison or Activity Coordinator.
4. Give or assist with showers to participants as directed by Charge Nurse.
5. Greet participants at bus, van, or car and assist as needed - coat, gloves, boots, sweaters, etc. Assist participants onto vans, buses, and cars as needed.
6. Help with planning of daily activities.
7. Participate in exercise program by assisting participants with exercises.
8. Help participants with mobility.
9. **Provide personal care and assistance as needed in the bathroom.**
10. Assist participants with transfer (to & from chairs, wheelchair, bed, toilet, etc.) – range of need can require as little hands on as supervision to as much as total lift.
11. Assist participants to carry out individual exercises or range of motion exercises as designated in plan of care.
12. Report observations or changes to charge nurse.
13. Spend time with participants and talk with them.
14. Practice safety measures with supplies, participants, and equipment.
15. Clean kitchen and dining area after snacks and lunch (tables & floors).
16. Be thrifty with supplies
17. Restock cabinets as needed.
18. Empty trash baskets and take out trash as needed, replace trash bags.
19. Vacuum as needed.
20. Clean bathrooms and mop floors when needed.
21. Other duties as requested by administration.