



TITLE: Program Assistant

LINE OF AUTHORITY:

Reports directly to the Program Director and provides activity and program assistance under the direction of the Program Director. The Executive Director supervises and oversees the entire functioning of the adult day program.

MAJOR FUNCTIONS:

1. Provide supportive assistance, encouragement, and reassurance to participants.
2. Provide assistance and support as directed by the Program Director for activity projects and program needs.
3. Assume responsibility for the activities program as directed by the Program Director.

DUTIES:

1. Provide companionship/active listening to participants.
2. Provide supportive assistance to participants, ensuring safety at ALL TIMES.
3. Assist in regular duties designated by the Program Director and the Executive Director. Specific duties will vary according to program need and will include but are not limited to:
 - Assistance with activity program
 - Set-up/preparation for meals and snacks
 - Clean-up of rooms
 - Assist volunteers as needed
4. Attend staff meetings and planning sessions and be receptive to identified needs of program and activities required to support program efforts.
5. Report changes in participant conditions, concerns, or needs observed directly to Family Care Coordinator and/or Executive Director
6. Maintain confidentiality on and off duty

7. Possess certification in C.P.R. and First Aid, or be willing to attend training classes for certification.
8. Attend and participate in any in-service training/educational workshops to improve job expertise and efficiency as required by licensure standards.
9. Bring new ideas, suggestions, energy, enthusiasm and support to staff and program
10. Constantly evaluate self in terms of effectiveness, patience, efficiency, understanding, positive attitude, enthusiasm and kindness as exhibited with participants, their families, volunteers, and staff members.
11. Other duties as assigned by Program Director and /or Executive Director

QUALIFICATIONS:

1. Must possess a minimum of two years experience working with the elderly, disabled, or in other people-related work either as a paid professional or volunteer.
2. Must display a professional attitude and well-groomed appearance in all dealings with staff, participants, families, volunteers, church members, and the general public.
3. Must exhibit enthusiasm, dependability, initiative, and a willingness to accept constructive direction.
4. Must possess qualities of positive attitude, patience, understanding, flexibility, sense of humor, and mature judgment.
5. Must demonstrate knowledge and understanding of the needs and concerns of the elderly and individuals with functioning impairments.
6. Must have a general interest in and respect for people, especially the elderly with functioning impairments, must be accepting of people as they are, and be sensitive to and respectful of their needs.
7. Must not exhibit any behavior that could jeopardize the safety of CADES participants and staff.
8. Must provide a physician's statement indicating the absence of any communicable disease.