

Mount of Olives Adult Day Program

Program Assistant

Reports to Site Director and Program Lead

Hours: Part Time, Center is Open M-F, 6-6.5 hours/day

General Information

The ADP is a Social Model Adult Day Program that focuses on the Social/Spiritual Model of care. Program Assistants are responsible for general client supervision and leading daily activities. They work with multiple clients and other Program Assistants in the center. Program Assistants spend much of their time standing, walking and often assisting clients to stand or to sit down. Program Assistants report to their direct Program Lead for daily activities and to the Site Director for all other employee status issues and policy.

- **Program Assistant responsibilities include but are not limited to:**

- Following daily activity schedule for clients. Leading exercise, crafts, walks and other games in a safe appropriate manner
- Must be able to lift 30 pounds
- Be kind, caring and professional while assisting clients with an excellent experience at the center
- Observant to any changes in clients' behavior, health, or appearance, and consult with the director or office manager when changes occur
- Provide a safe environment for the clients by assisting clients to and from seats, supervising activities and monitoring client location and general supervision.
- Provide a clean, calm environment for clients
- Assist participants in bathrooming, this means to assist in toileting, cleaning participants who are incontinent, including wiping and changing clothing, male and female.

- **Other Responsibilities Include but are not limited to:**

- Greeting clients at door or bus whenever possible
- Clean up after lunch hour and stack chairs at the end of day.
- Be aware of any clients' diet restrictions as set forth by food coordinator
- Monthly evaluations updates on clients

Requirements

- Must be at least 17 years old. Excellent communication skills, a team player, carry engaging conversations or activities, be able to watch multiple seniors. Be encouraging and supportive.
- Background in senior care, caregiving, special needs, dementia or other cognitive disorders is helpful. Training on dementia care is provided. *TB test, and finger-print background check are required prior to the start of employment start date.