



## JOB DESCRIPTION

<b>POSITION:</b>	Adult Day Care <b>Program Aide</b>
<b>REPORTS TO:</b>	Center Manager or Charge Nurse
<b>NATURE AND SCOPE:</b>	The service aide is responsible for assisting with clients and the general housekeeping of the facility.
<b>PRINCIPAL RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Provide for activities of daily living, assist with meals, feeding of clients, toileting, serving beverages and snacks, and assist with clothing changes when needed.</li> <li>2. SAFETY, including universal precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.</li> <li>3. CONFIDENTIALITY of all data, including client, employee and operations data.</li> <li>4. Assist clients with transfer and transport to other rooms.</li> <li>5. Maintain a safe, clean and attractive environment for clients and co-workers by cleaning and maintaining of storage, bathroom areas, chairs, tables, refrigerator, cabinets, counters and disposal of garbage.</li> <li>6. Assist clients with craft projects.</li> <li>7. Report observations of participants to nursing staff for professional assessment. Assist with assessments and care plans of individual clients under the guidance of the administrative staff.</li> <li>8. Assist with project set-ups and clean-up of decorations, activity calendars, etc.</li> <li>9. Instill confidence in the clients by maintaining a neat and attractive appearance and performing duties in a competent and caring manner.</li> <li>10. Maintain good working relationships with all departments of BAFI through appropriate communication.</li> <li>11. Show dependability by being punctual and maintaining consistent attendance.</li> <li>12. Accept additional assignments as needed to provide necessary care for all clients.</li> <li>13. Promote the goals, philosophy and policies of the Joe's Club Adult Day Care Program and BAFI</li> </ol>

	<p>14. Awareness of responsibility in the event of illness, fire, emergency, or disaster and follow prescribed duties.</p> <p>15. Supports and participates in common teamwork:</p> <ol style="list-style-type: none"> <li>a. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.</li> <li>b. Uses tactful, appropriate communications in sensitive and emotional situations.</li> <li>c. Follows up as appropriate with supervisor, co-workers or clients regarding reported complaints, problems and concerns.</li> <li>d. Promotes positive public relations with clients, family members and guests.</li> <li>e. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.</li> <li>f. Awareness of responsibility in the event of illness, fire, emergency or disaster and follow prescribed duties.</li> </ol>
<p><b>DUTIES:</b></p>	<ol style="list-style-type: none"> <li>1. Maintain the comfort, privacy, and dignity of each client in the delivery of services to them. Interact with residents in a manner that displays warmth and promotes a caring environment.</li> <li>2. Fully understand all aspects of clients' rights, including the right to be free of restraints and free of abuse. Responsible for promptly reporting to the charge nurse or administrative staff incidents or evidence of client abuse or violation of clients' rights.</li> <li>3. Assist in maintaining a safe, neat, and clean environment including but not limited to cleaning and general housekeeping including disposal of trash; report environmental deficiencies to the charge nurse such as lighting or equipment problems.</li> <li>4. Protect the personal belongings of each client including eyeglasses, dentures, hearing aids, purses, furnishings, jewelry, clothing, memorabilia, etc. Promptly report missing items according to established policy and participate in efforts to locate missing items.</li> <li>5. Observe clients for changes in condition or behavior and promptly report these changes to appropriate licensed nursing personnel.</li> <li>6. Lift, move, and transport clients, using proper body mechanics or lifting devices for accident prevention.</li> <li>7. Communicate and interact effectively and tactfully with the client, visitors, families, volunteers peers, and supervisors.</li> <li>8. Participate in activities and functions as directed.</li> </ol>

	<ol style="list-style-type: none"> <li>9. Practice careful, efficient, and no-wasteful use of supplies and papergoods.</li> <li>10. Complete records documenting care provided or other information in keeping with department policies.</li> <li>11. Perform all job responsibilities in accordance with prescribed safety and infection control procedures including thorough hand washing, hand sanitizers, use of disposable gloves where indicated, and proper disposal of soiled materials.</li> <li>12. Support an atmosphere, which promotes a homelike environment. Assist clients with transfer and transport to other rooms.</li> <li>13. Job duties, tasks, work hours and work requirements may be changed at any time.</li> <li>14. Maintain a positive work atmosphere by acting and communicating in a cooperative manner so that you get along with clients, co-workers and supervisors.</li> <li>15. Attend staff meetings as required.</li> </ol>
<b>MINIMUM QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. High school graduate or equivalency (GED).</li> <li>2. Previous experience with working with the elderly preferred.</li> <li>3. CPR certified.</li> <li>4. Medical aide background preferred.</li> <li>5. Certificate from physician stating freedom from communicable diseases, negative TB test, and ability to perform duties in the program.</li> <li>6. Must pass Level 2 background screening</li> <li>7. Must pass all drug testing requirements</li> </ol>
<b>WORK SCHEDULE:</b>	<p>The schedule will be arranged by the Charge Nurse, who must be notified in advance if a conflict in fulfilling the assigned time schedule should arise. Habitual tardiness or absence from regular scheduled days will be subject to a warning. If the problem continues to exist, the program aide will be subject to dismissal.</p>
<b>PROBATION PERIOD:</b>	<p>The first three months with the Brevard Alzheimer's Foundation is an introductory period. During that time, the Office Coordinator will be evaluated by the Operations Director / Executive Director to ensure that he/she fulfills the requirements for the position. Either party may mutually terminate this contract at that time.</p>
<b>CHAIN OF COMMAND:</b>	<p>&gt;Staff Nurse &gt; Charge Nurse &gt; Operations Director &gt; Executive Director &gt; Executive Committee Board of Directors</p>

I have read and understand the above job description. I understand that abuse, neglect or exploitation of any Adult Daycare Program participant will be grounds for immediate dismissal.

	<hr/> <p>Employee Signature <span style="float: right;">Date</span></p>
	<hr/> <p>Executive Director Signature <span style="float: right;">Date</span></p>
<p><b><i>All eligibility requirements for employment are applied to applicants without regard to race, color, national origin, sex, age, and religion or handicap disabilities.</i></b></p>	