

Chicago Commons Adult Day Services
Job Description

JOB TITLE: Program Aide Assistant

EXEMPT No
SALARY LEVEL I
RANGE:
EVALUATION DATE:
REPORTS TO: ADS Program Director

TITLE CODE:
DIVISION: Senior Care
DEPARTMENT:
LOCATION: ADS
SHIFTS: To be determined

'This job description supersedes any pre-existing job description for this position

SECTION I

SUMMARY:

Under the direction of the ADS Program Director, assist with direct personal care and supportive care to Adult Day Care Clients. Performs tasks that contribute to the daily function of the Adult Day Care Program.

SECTION II

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. The company reserves the right to add to, delete, change or modify the essential duties and responsibilities at any time.

1. As Program Aide Assistant help provide personal care such as toileting, bathing, eating, transference and grooming to Adult Day Service clients.
2. Assist bus drivers with loading and unloading clients.
3. Assist clients with removing coats upon arrival and properly identifying coats (with tags), hats, gloves and other personal items before hanging them up.
4. Assist the lead staff in caring out activity programs.
5. Gathers, prepares and maintains all equipment, materials and supplies for activities. Keep the program area in an organized and dean manner. Assist with the serving of breakfast, lunch and snack.
6. Assist in kitchen duties, and menu planning. Assist in food inventory control and food preparation.
7. Assist with food temperatures upon delivery from caterer.
8. Assist with observing clients and reports activities to appropriate staff.
9. Complete client's forms and document information in files. Participate in team meetings and in-service educational training.

Other Functions: The Agency may assign other functions to the job at its discretion.

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 speak English, specifically, to communicate both in person and over the telephone. The employee must regularly be able to read English proficiently. Must be able to assist with the transfer of ADS participants. This could require lifting. The employee must regularly operate a word-processing system and therefore must be able to read, produce and transmit data on such a system. The employee frequently is required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 15 pounds. Specific vision requirements include the ability to see at close range.

WORK ENVIRONMENT:

There are no unusual environmental conditions. The noise level in the Adult Day Service office environment is moderately quiet. Also, Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function of the job.

SECTION III

MAJOR CHALLENGES: Describe the most difficult types of problems or challenges you face in your job. Be sure to mention the role-played in special projects and any impending future developments that could impact this position.

SECTION IV

WORKING RELATIONSHIPS: List the titles of individuals, components and organizations with which you have the most frequent contact. This should include contacts both inside and outside the company. Briefly describe the nature or purpose of those contacts and mention the role-played on any committees by this position.

Most Frequent Contacts

Name or Purpose of Contact

Participants & Care giving

Provide counseling, information timely and accurate answers to questions.

SECTION V

DECISION MAKING AUTHORITY: Describe the authority permitted your position and freedom to take action in terms of which decisions you can make and which decisions you refer to others. Indicate the extent to which these decisions are governed by objectives, policies or procedures.

Decisions/Actions Permitted

Decisions/Actions Referred

NONE

SECTION VI

QUALIFICATION REQUIREMENTS: 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:

High School diploma/GED. Two years experience in Geriatrics care. Thirty hours of Adult Day Services training preferred. Food Service Management preferred, First Aid CPR certified preferred. Some computer knowledge.

LANGUAGE SKILLS:

Effective communication and written skills. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management.

MATHEMATICAL SKILLS:

With the use of a calculator, ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to define problems collects data, establish facts, and draw valid conclusions.

CERTIFICATES. LICENSES. REGISTRATIONS:

Food service management certificate preferred and Ault Day Service training certification.

OTHER SKILLS and ABILITIES:

Understanding of employee relations and employment law required. Ability to provide internal Ability to weigh the need for confidentiality and the need-to-know as it relates to communication of information.

EMPLOYEE SIGNATURE:

MANAGER SIGNATURE:

HUMAN RESOURCES SIGNATURE:

DATE:

DATE:

DATE:

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<u>Decisions/Actions Permitted</u>	<u>Decisions/Actions Referred</u>
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SECTION VI

QUALIFICATION REQUIREMENTS: 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.

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