

POSITION DESCRIPTION ACTIVITY ASSISTANT



Purpose of the Position

Assist Adult Day Center Director, staff and volunteers in planning and operating a quality Adult Day Service Program. Assist members in performing appropriate activities of daily living as well as implement purposeful and engaging activities.

Responsibilities:

1. Assist members with activities of daily living [ADL's] providing direct care. At JRC Adult Day Center these include: eating, dressing (if member has an accident), toileting, "one person assist" with transfers and continence.
2. Assist members according to their Individual Care Plan
3. Encourage member participation in activities.
4. Activity Assistants are assigned members according to enrollment. Duties with each assigned member is as follows, but not limited to:
 - Maintain professional documentation of your assigned members for each visit to include but not limited to: member attendance, case notes, member activity records, unusual incidents as needed or assigned.
 - Attend Care Plan Meeting and understand member's Individual Care Plan
5. Assist with creation of the monthly Calendar Daily Program of Activities which includes engaging and meaningful activities according to each member's Care Plan
6. Responsible for assigned activity prep and clean up
7. Encourage member participation in activities.
8. Greet members, families and guests and answer phone as assigned.
9. Administer, Lead and/or Participate in Daily Program Activities according to the calendar as assigned.
10. Utilize "filler" activities as needed after planned activities are completed
11. Assist with serving breakfast, lunch and snacks.
12. Cooperatively works with and interacts with co-workers and volunteers.
13. Respect participant confidentiality and adhere to the Code of Ethics as listed in Employee Handbook.
14. Treat all members, staff, caseworkers, family members, co-workers and others with dignity and respect.
15. Report to Floor Supervisor any unusual incidents or changes in regard to members.
16. Other responsibilities may be assigned such as, but not limited to: administrative duties; documentation; Food Program; transportation arrangements; marketing; inventory; tours; ordering and/or shopping; facilitating programs, etc.

Requirements:

- Commitment to the mission of JRC
- Experience working with people who are elderly and/or have dementia, Alzheimer's or disabilities
- Willingness to learn
- Strong work ethic and Dependability
- Ability and/or willingness to learn and energetically participate in activities & projects that are of interest to senior citizens
- Display excellent interpersonal and communication skills
- Display a consistent professional demeanor and appearance at all times
- Be a team member
- Willingness to follow instructions
- Able to lift 50 lbs
- Able to handle job duties unassisted

Requirements:

High School Diploma / Higher education preferred
Experience working with people who are elderly and/or have dementia, Alzheimer's or disabilities
STNA required
CPR and First Aid Certification – must be maintained
Skills with computers and knowledge of Microsoft Office
Proof of Hepatitis Vaccination

JRC Adult Day Center

3300 Parkway Street NW
Canton, Ohio 44708 - 3832

phone: 330.454.3471

fax: 330.454.6371

www.JRCcares.org

