

## **Activities Assistant LifePath**

Local non-profit agency specializing in serving older adults looking for full-time (35-37.5 hours/week), part-time (20-25 hours/week) and per diem Activities Assistants; days and hours may vary depending on program need. The Activities Assistant works as a member of a team and is responsible for providing our Adult Day Program guests with a safe and stimulating environment and an enjoyable experience.

### **Job Description**

- Plan and execute daily programs and activities and calendar planning
- Assist guests with activities of daily living (ADLs)
- Interact with the guests in a friendly and positive manner
- Assist with completion of necessary program documentation
- Actively work to help create a friendly, professional and positive work environment
- Perform all other duties as requested by Program Manager

### **Qualifications**

- High School Diploma required, some college preferred
- Clean driver's license, own transportation a plus
- CNA or PCA highly desired
- Must have or be able to attain First Aid and CPR Certification
- Must be flexible and able to function in a fast-paced environment
- Experience working with older adults preferred
- Patience and kind nature a must; sense of humor beneficial
- Basic computer skills

Interested applicants should send resume to:

Beth Owen, LMSW Director of Adult Day Services  
[bowen@seniorservicesofalbany.com](mailto:bowen@seniorservicesofalbany.com) (e-mail communication preferred)

Mailing address:

Beth Owen  
LifePath  
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