

Adult Day Activities Assistant – Per Diem Job Description



Reports To: Day Program Manager/Chief Compliance Officer
Salary Range: \$14.50 to \$15.00/hour
Approved By: Executive Director

FLSA Status: hourly
Monday - Friday: various times/per diem
Date Developed/Updated: September 2023

Summary: The Activities Assistant works as a member of a team and is responsible for providing the day program guests with a safe environment and an enjoyable experience

Essential Duties and Responsibilities include, but not limited to the following:

- Plan and execute daily programs and activities.
- Facilitate group discussions.
- Assist guests with routine tasks of daily living, including toileting if necessary.
- Interact with the guests in a friendly and positive manner and maintain a professional attitude in all dealings with all stakeholders.
- Assist with completing case notes, maintaining attendance forms, meal orders and logs, etc.
- Comply with all food handling and sanitation practices and procedures as governed by law.
- Maintain proper sanitation of workstations and equipment and assist in the daily clean-up of the program site, including light vacuuming/sweeping, sponging/wiping down of tables, putting away program supplies, emptying of trash and repositioning of chairs.
- Quickly shift roles to assist with any high-priority task as assigned.
- Maintain utmost confidentiality regarding information about the program's guests.
- Be cost-conscious and look for ways to eliminate waste, reduce cost and increase revenue.
- Serve as a positive spokesperson for the agency and the day program on and off the job.
- Actively work to help create a friendly, professional and positive work environment.
- Provide staff support to agency-wide initiatives or projects as requested by the Day Program Manager, Chief Compliance Officer or Executive Director (ED).
- Report any violations of policies, unethical behaviors, misuse of SSA property or suspected mistreatment (even rude treatment) of seniors and fellow employees to the Day Program Manager, Chief Compliance Officer or ED.
- Perform all other duties as requested by the Day Program Manager.

Competencies - To perform this job successfully, an individual needs to demonstrate the following competencies:

- **Analytical** - collects and reports information such as physical or behavioral changes, daily attendance etc.
- **Problem-solving** - Identifies and reports problems and provides possible solutions promptly; uses reason even when dealing with emotional topics.
- **Technical Skills** - Assess strengths and weaknesses; pursue training and development opportunities; demonstrate attention to detail.

- **Customer Service** - Manages difficult or emotional guest/staff situations calmly and professionally; responds promptly to participant and family needs; solicits participant and family feedback to improve service
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; controls emotions; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; actively participates in meetings; makes eye contact and, when appropriate, physical contact when speaking with a program guest
- **Teamwork** - Contributes to building a positive team spirit; works well with others and in group situations; puts team success above own interests; displays passion and optimism; inspires trust; supports everyone's efforts to succeed.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Attendance/Punctuality** - is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time and fully prepared.

Other: Treats people with respect; keeps commitments; exhibits sound and accurate judgment; uses time efficiently; accepts responsibility for own actions; can adapt to and deal with frequent change, delays, or unexpected events; effectively manages competing demands; follows instructions, responds to management direction; asks for and offers help when needed.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience: High School Diploma or Equivalency; must be flexible and able to function in a fast-paced environment; PCA or CNA highly desirable; must be or be willing to become CPR-certified

Language Skills- Ability to read English and interpret documents such as safety rules, basic instructions, and procedure manuals; ability to write basic sentences in English, ability to speak effectively; bilingual highly desirable

Mathematical Skills- Ability to add, subtract; use a thermometer; use measuring cups and spoons

Physical Demands: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, walk and sit. The employee must frequently lift and/or move up to 15 pounds.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This is a fast-paced environment with a need to manage multiple priorities and tolerate moderate noise.