

# Social Adult Day Activities Assistant

## Job Description



**Reports To:** Social Adult Day Program Manager  
**Salary Range:** \$14.70 to \$15.00/hour  
**Approved By:** Executive Director

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

**Summary:** The Social Adult Day 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 or Executive Director (ED).
- Report any violations of policies, unethical behaviors, misuse of LifePath property or suspected mistreatment (even rude treatment) of seniors and fellow employees to the Day Program Manager or ED.
- Perform all other duties as requested by the Day Program Manager.

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

**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.

**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. Experience working with seniors or the disabled is a plus.

**Interested Applicants:** Apply online by sending your resume to [jperkins@lifepathny.org](mailto:jperkins@lifepathny.org) for an application call 518-465-3322 or go to our website at [www.lifepathny.org](http://www.lifepathny.org)

LifePath is an equal opportunity employer.

10/16/2023