

**Job Title: Adult Day Services Program Assistant****Reports To:** ADS Program manager**Status:** Full-Time, Non-Exempt**Summary of Position:**

The Program Assistant will work on-site in our Mid-Valley location and assist ADS Participants utilizing a daily schedule that engages individual participants in health, psychosocial and educational needs utilizing a care plan. This position is critical to ensure the well-being of our clients while providing support to the primary caregiver so the caregiver can get relief.

Other responsibilities include:

General Duties

- Adheres to and clearly articulates WASI's mission and core values
- Provides excellent customer service
- Follows WASI programs IAW applicable law, regulation and policies

Key Responsibilities

- Review the personal histories of the participant assigned to you to help you get to know each person. As you learn more about each individual, inform your supervisor of any additional information you obtain that may be helpful in caring for that person.
- Monitor and provide for each participant needs in the caregiver's absence.
- To provide socialization and stimulation for the participant
- Report any significant changes in the participant to your supervisor.
- Provide assistance with toileting or incontinence needs when necessary.
- Provide the participant with an appropriate meal or snack when either should be served.
- Remember that anything can be an activity, as long as the focus is on the participant and that person is included, to the fullest extent possible, in everything you do. Activities are all of the things you do together.
- Participate in programs that address the health, psychosocial and educational needs of older individuals and provide participants a safe, secure, and positive daily experience.
- Ensure effectiveness, quality care, and compliance with applicable regulations and standards.
- Identify areas for improvement or expanded program offerings.
- Assist with Medication Prompting if appropriate
- Ensure completion of goals & objectives as outlined in a client's plan-of-care and update client and caregiver records to ensure all necessary documents are updated and in compliance.
- Assist the transportation team with loading and unloading participants and work with them to ensure safe and timely daily pickup/ drop-off of clients.
- Report daily the number of participants needing meal service to Senior Services at 907-206-8794 by 9am, Monday through Friday.
- Help support client recruiting efforts to fill the center and maintain the daily census once the center is fully up and running.
- Create progress reports and work closely with the leadership team.
- Serve as the "face" of WASI's Adult Day Services center by being an advocate for our services and company in the community.
- Provide light housekeeping such as vacuum, sweep, dust, and sanitize areas utilized by participants.

Skills and Abilities Preferred:

- Excellent verbal and written communication skills
- A passion for serving others – especially the aging population in the community
- Quick learner, detail oriented and resourceful
- Must be a problem-solver and be a team-player
- Self-starter and able to shift gears at any given time
- Pleasantly persistent approach, with a flexible and positive attitude
- A passion for mentorship and team-development
- Ability to have fun while working in a fast-paced environment
- Prior experience in senior care, day care or healthcare delivery is preferred
- **Ability to pass a Drug Screening and Background-Check**
- US work authorization

Core Competencies:

- Belief in and ability to advance WASI's mission and core values
- Positive reputation in the community
- Effective team member
- Self-motivated
- Empathic communicator
- Solution-oriented problem solver

Physical demands: The incumbent is required to speak and hear. Required vision includes close vision, primarily for reading. Driving may require sitting for long periods, and requires intense concentration, particularly in poor driving conditions. This position often requires extended periods of sitting or standing, using office equipment such as telephones and computers. Some duties involve lifting of supplies and moving equipment. This position requires long periods of intense concentration and focus, and periods of work demanding attention to detail and high levels of accuracy. Many of the deliverables from this position are time-limited, which can induce significant stress. Dealing with a wide range of different people on varied issues may also cause stress.

Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet to moderately loud.

NOTE: WASI is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.

I received a copy of this job description, and the responsibilities of my job were explained to me by my supervisor.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date

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