

Associates for Human Services, Inc.

JOB DESCRIPTION

DEPARTMENT: WISE
POSITION: Program Aide
REPORTS TO: R.N.
SUPERVISES: N/A
STATUS: NON-EXEMPT

GENERAL DESCRIPTION:

Program Aide provides direct care and therapeutic activities to Adult Day Health participants. Willingness to provide personal care and individualized instruction is necessary. Ability to follow and assist with therapeutic plans is necessary. This position is responsible for documentation. Position may involve lifting and transferring individuals for personal care. The Program Aide must be physically able to perform these functions.

REQUIREMENTS:

- High School Diploma or G.E.D. equivalent. Relevant experience or other qualifications will be considered.
- Experience/Training providing personal care to elderly/disabled population.
- Minimum two (2) years experience with elderly/ disabled population.
- Awareness and commitment to individual respect and quality of life.
- Responsible for acquiring C.P.R. and First Aid certification during the first three months of employment and maintaining these certifications.
- Responsible for providing evidence of physical exam and results of TB screening within one year prior to employment.

DUTIES AND RESPONSIBILITIES:

- Assist participants with daily activities and personal needs such as toileting, feeding, changing clothes, and mobility.
- Under the direction of R.N., perform health related activities (i.e. – physical exercise, mobility training, blood pressure and vital signs monitoring, weight monitoring, and other duties as assessed).
- Assure cleanliness of participants and provide incontinent care as needed.
- Assist with lunch and snack, including preparation, feeding, and assisting participants. Keep food intake record.
- Under direction of R.N., check participants skin daily and report any redness, bruising, and open areas to R.N.
- Immediately report any participant condition changes, complaints or concerns to the R.N.

- Participate in development and implementation of care plans and care plan meetings.
- Attend staff meetings and trainings.
- Maintain accurate documentation.
- Advocate for and assist participants to maximize community participation.
- Assist Activities staff to provide center-based activities for participants.
- Assist with recreational/social activities of participants.
- Assist participants arriving and departing the center and the vans.

This job description is not intended to be all-inclusive.

I have received and read this job description. My signature below represents acknowledgement of my responsibilities.

Employee Signature

Date

Supervisor Signature

Date

Revised 5/03