

Cass County COA

Job Description

Job Title: Adult Day Services Aide

Job Summary: Under the direct supervision of the Director of Care Services and the Adult Day Services Manager, performs duties as assigned for the care of participants in the program.

Nature and Scope of Job: This position performs basic needs to the Adult Day Service participants including but not limited to food prep, bathing, feeding and providing assistance with crafts, games, gardening and other daily activities as needed.

Essential Job Functions:

1. Assists in preparing and executing daily activities for the ADS participants.
2. Performs clerical tasks as assigned – filing, making copies, etc.
3. Interacts with participants and attempts to engage in activities as participant's ability permits.
4. Meets with participants to schedule activities based on their interests and desires.
5. Actively participates in sharing ideas for and creating new crafts, games & gardening projects for ADS participants as well as taking turns to lead activities.
6. Assists with meals and snacks by doing food prep as needed, sanitizing and setting tables, serving meals, and assisting participants as needed.
7. Provides assistance or delivery of personal care tasks, such as bathing, dressing, hair care, toileting, grooming, feeding, skin care, transferring and ambulation. Provides for participant's safety, privacy and dignity.
8. Reports observed participant changes to caregivers and/or supervisor, seeking guidance from supervisor whenever in doubt concerning participant's care.
9. Prepares and submits all required reports in a timely manner, recording neatly and accurately all tasks performed in the care of clients.
10. Participates in necessary training, in-service classes, scheduled staff meetings and identifies needs for additional training.
11. Transports clients to and from Lowe Center via ADS routes OR rides along on routes to assist with client needs.
12. Follows agency's safety and health procedures to ensure safe practices on the job.
13. Follows HIPPA and bloodborne pathogens guidelines.
14. Works with day service team to schedule work days and times.
15. Performs other duties as assigned by supervisor.

Minimum Qualifications:

Education: High School diploma or equivalent.
Experience: Training and/or experience working with individuals with dementia or individuals with Special / specific needs, preferred.
Other: Requires the ability to obtain a chauffeur's license within 90 days of starting employment.
Certifications: Must maintain current CPR, First Aid and AED certification.

Skills and Abilities:

1. Ability to relate well with people and to motivate staff and volunteers.
2. Ability to work out disagreements by approaching staff person involved or working through supervisor.

3. Ability to maintain calmness, patience, good sense of perspective, and remain compassionate, tactful and courteous under sometimes very difficult circumstances.
4. Ability to work as part of a team with minimal supervision.
- ~~5.~~ Ability to maintain a flexible working schedule.
6. Sense of respect for participants and the ability to maintain confidentiality of participant situations.
7. Ability to organize work and complete assigned tasks.
8. Ability to communicate with participants, volunteers and staff.
9. Ability to exercise good judgment.
10. Ability to work under pressure in a fast paced environment.
11. Ability to communicate both verbally and in writing.

*The above statements are intended to describe the **general** nature and level of work being performed by individuals assigned to this position. They also reflect the minimum skills and experience levels associated with performing the essential job functions. They are not intended to be an exhaustive list of all duties, skills and responsibilities of personnel in this position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as **general** guidelines that should be considered along job related selection or promotional criteria.*

Physical Requirements

1. Ability to lift and transfer participants who are dependent. May involve lifting up to 50 pounds with assistance.
2. Ability to provide physical assistance to participants and assist with walking, toileting, rising from chairs, and other physical assistance.
3. Ability to drive COA vehicles and transport participants to and from their residences.
4. Ability to assist participants off and on transportation vehicles and travel with them when needed.
5. Ability to provide assistance with showering.
6. Ability to push participants in wheelchairs.
7. Ability to lift medical equipment and other items up to 50 lbs.
8. Ability to lift laundry baskets, trash bags, and other supplies up to 50 lbs.
9. Ability to bend, stoop, kneel, and reach in order to assist clients and perform daily tasks.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

Working Conditions:

1. Works in Adult Day Center with occasional planned outings.
2. Travels throughout the area on transportation vans/buses to assist participants.
3. Exposure to various chemical cleaning products.
4. Exposure to clients with various medical conditions.
5. Exposure to potentially aggressive participants.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____
(Chief Executive Officer)

I attest that I have read, understand, and received a copy of this job description and am able to carry out the responsibilities as listed.

Employee Signature: _____ Date _____

FLSA Status: Hourly, Non –exempt
 Paraprofessional II
 May 2024