

**AJAX TURNER SENIOR
CITIZEN CENTER**

JOB DESCRIPTION

TITLE: Adult Day Center Assistant

SUMMARY: Responsible for assisting participants requiring some additional help with personal care and/or mobility within the guidelines of enrollment. Also assisting with group activities and program needs.

SUPERVISOR: Adult Day Center Assistant

QUALIFICATIONS: Applicant must have a High School Diploma or GED; good communication skills with the ability to comprehend and carry out oral and written instructions; the ability to deal with staff and volunteers, older persons and their families.

REQUIREMENTS: Other requirements include reliable transportation, flexible schedule with occasional weekend hours, satisfactory criminal records check to include fingerprinting, and pass a drug test if given. In good health, free from communicable disease and physically able to assist participants with mobility needs. Adult CPR, AED and First Aid certified or trained within one month.

JOB RESPONSIBILITIES:

1. Attend staff meetings and planning sessions and be receptive to identified needs of program and activities required to support program efforts.
2. Assist with regular duties designated by the ADC Manager which include but are not limited to:
 - a. assist with activity programs
 - b. serve lunch and prepare and serve other snacks and meals
 - c. clean-up of areas
 - d. assist participants with personal care and mobility needs
 - e. assist with records, reports and Individual Care Plans
3. To work closely with caregivers, family members, staff and others to promote effective care of impaired adults and assure good public relations for the ADC program.
4. Attend and participate in any in-service training/educational workshops.
5. Assist in other duties assigned by supervisor.

PROGRAM: Adult Day Center

STATUS: Exempt__ Non-Exempt X Regular Time__ Part-Time X
Regular __ Temporary__

Adult Day Care Assistant – Job Description
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SALARY RANGE: Grade 4

APPROVED BY:

Jessica Catlett, ADC Director

DATE: _____

APPROVED BY:

Loo Caudle, Executive Director

DATE: _____

APPROVED BY:

Chair, Personnel Committee

DATE: _____

ACCEPTED BY:

Employee

DATE: _____