



EMPLOYEE NAME:		
Job Title: Brighter Days Adult Day Program Shelton Program Assistant	FLSA Status: Non-Exempt	Department/Location: Brighter Days/Shelton Program site
Reports To: Brighter Days Adult Day Program Shelton Site Manager	Salary Range: \$11.00 – \$14.27/hour; 0.45 FTE; 18 hrs/week	Revision Date: June 2, 2021

POSITIONS REPORTING TO THIS POSITION:
None

JOB SUMMARY:
This position provides direct services to at-risk seniors on an individual basis, implements the overall Brighter Days program including activities, snacks, meals, transportation coordination, client care and client care plans.

DUTIES
<ol style="list-style-type: none"> 1. Assists participants with activities of daily living including mobility, ambulation, toileting, eating and participating in activities. Able and willing to assist clients in a supportive manner. 2. Assists with opening and closing the program site, set-up and clean-up of program area 3. Implements Care Plans for all participants. 4. Maintains daily Progress Notes for assigned participants. 5. Assists with planning and development of program for each month as assigned. 6. Responsible for operating a high-quality, participant focused program. 7. Implements social and activity programs to address needs of participants. 8. Helps lead program activities as assigned. 9. Assists with maintenance of attendance and volunteer records on weekly report sheets. 10. Logs notes on telephone messages and email communications related to client care. 11. Communicates input about program operations and staff management concerns to the Site Manager via participation in staff meetings and conferences. 12. Participates in staff meetings, in service training and training opportunities as required. 13. Communicates in a positive and encouraging manner. 14. Helps with Senior Services Fundraiser Events as able. 15. Assists with crisis intervention as necessary. 16. 17. Performs other duties as assigned. 18. Provides all the above as distanced services while the senior centers are closed.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES

REQUIRED:

First Aid/CPR/AED certification

PREFERRED:

WA Food Handler's Card

EDUCATION REQUIREMENTS AND PREFERENCES:

REQUIRED:

High school diploma or equivalent.

PREFERRED:

Bachelor's degree.

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

MINIMUM QUALIFICATIONS:

Must have a High School Diploma or equivalent and one year of experience in health or social services (full-time equivalent); or two years' experience (full-time equivalent) in a social or health service setting; and have experience with the populations served at the center.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of special needs of frail elderly.
2. Knowledge of principals for meal preparation, services and sanitation.
3. Ability to provide personal care.
4. Skill with creative activities and resources applied to activity programming.
5. Attention to detail.
6. Ability to function as a team member, work independently, use good judgment, work cooperatively with and relate to clients, family caregivers, other staff and volunteers.

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in an office or branch setting. Employee will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employee uses job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions. Travel to attend meetings and training sessions is required.

During distanced services, while the senior centers are closed for the covid-19 pandemic, duties will be performed from the employee's home, and attend meetings and training sessions virtually.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk		
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes	F	
c. 21-50 pounds (Medium)	O	b. 60 minutes	O	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	O	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	O	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	O	
b. 11-20 pounds (Light)	O	b. 60 minutes	N	
c. 21-50 pounds (Medium)	N	c. 1-3 hours	N	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	N	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	O	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	F	7. Creativity	Y	
b. 11-20 pounds (Light)	O	8. Concentration	Y	
c. 21-50 pounds (Medium)	N	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	F	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	N	2. Outside work	Y	
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid	Y	
6. Climb (stairs) - climb & descend	O	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical		N
8. Stoop or bend	F	2. Electrical		N
9. Crouch	O	3. Burns		N
10. Kneel	O	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N

12. Talk	F	6. Cramped/confined work area		N
13. Hear	C	7. Blood borne pathogens		O
14. See	C	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	O			
c. 1-3 hours	N			
d. 3-6 hours	N			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position.

**If an accommodation is required, contact Human Resources to start the interactive process.*

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

DD & ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned. *SSSS Position Template 2018*