

North End Senior Solutions
JOB DESCRIPTION FOR:
Program Assistant for Adult Day Service

Program Assistant for Adult Day Service (ADS) “NESS Club”

Job Description

Working Title

Program Assistant

Criminal Background Check

Background checks are mandatory in all organizations serving seniors. You will be working with a vulnerable population.

Necessary Skills and Experience

- Must be a team player, willing to collaborate with staff, volunteers, and participants—There is no “us” and “them”, we are all one.
- Must have valid driver’s license, vehicle, and insurance, and be willing to drive others to places such as the grocery store, doctor’s appointments, and the Adult Day Service “School”
- Must have a computer, email and internet skills, be familiar with MS Office Suite and Photoshop, and be willing to teach these skills and to continue learning
- Must have a cell phone
- Must be able to lift 50 pounds: personal lift assist, food and supply crates, portable activity tables, computer and printer.
- Must be willing to cross-train in all chores and tasks within the organization, which may include:
 - Cleaning, sweeping and mopping, including restrooms
 - Dishwashing
 - Cooking, baking, serving meals
 - Shopping and meal planning

- o Assist participants with activities of daily living (ADLs) such as toileting, bathing, dressing, eating, if needed.
- o Assist with office duties: answering the phone, keeping files and records, assisting bookkeeper and executive director.
- o Must be willing to receive ongoing education and training in all aspects of the organization including training courses on care giving and dementia
- o Must have Oregon Food Handlers Permit
- o Must be talented: sing, play an instrument, dance, draw, paint, tell stories, woodwork, clown, sew, tell jokes, do magic, boxes, martial arts, makes jewelry, beads, table tennis, juggle? Remember we are here to entertain and engage each other.

Reporting Relationship

Reports to the Executive Director of North End Senior Solutions

Summary

The Program Assistant engages participants in ADS activities, assisting them with ADLs, if necessary. We stress independence, encouraging people to do as much as possible for themselves and to stay active. The goals or mission of the Adult Day Service include strengthening or maintaining physical and mental abilities, fall prevention, mental and physical stimulation, socialization, hydration, and nutrition education.

Responsibilities include:

1. Perform ADS activities: Program Assistants actually do the activities, inviting participants to join them or to help them. We engage and entertain each other
2. Food and dietary:
 - a. Develops activities around food preparation and the art of serving meals
 - b. Table settings; create monthly theme for table décor
 - c. Plans beverages, snacks, and lunch menus; submit menus for the monthly calendars to the Executive Director by the 15th of the prior month

- d. Be aware of participants dietary needs and restrictions and include in menus:
 - i. Diabetes diet
 - ii. Salt-free diet
 - iii. Gluten-free diet
 - iv. Vegan diet
 - v. Avoid-white diet (white flour, white rice, sugar)
 - vi. Weight-control diets (as per participant)
 - vii. Dash Diet
- e. Hydration: encourage participants and staff to drink water and beverages for adequate hydration. Remember coffee and some teas dehydrate
3. Assists participants with activities of daily living (ADLs), as necessary
 - Reports changes in participant's physical and mental well-being to staff, volunteers, and Executive Director and records changes in participants file, and then discusses changes with caregiver and participant
4. Report and record any new physical or medical needs the participant may have. This could be a caregiver request or doctor orders, or a new medication we need to administer during ADS hours. Supervise staff and volunteers to follow new directions.
5. Complete ADS Participant Assessments for documentation as required by the State of Oregon.
6. Complete ADS Participant Service Plans for documentation as required by the State of Oregon (Care Plans).
7. Assists and accompanies participants on outings.
8. Maintain storage for:
 - Painting, drawing, and craft supplies
 - Games, puzzles, exercise tools
 - Sanitary storage for food for lunch, snacks, and beverages
 - Safe and secured storage for participant files and personal belongings and medications
9. Maintain inspiring workspace and environment.
10. Develop and maintain (with volunteers and staff) a plant/garden program: Outside and inside gardening and plant displays.
11. Develop and maintain (with volunteers and staff) our sustainability program.
12. Assist in the education of staff and volunteers about HIPAA Law and practice participant privacy. (Although we are not required to sign HIPAA agreements since we are not a medical facility, we will follow the law by protecting each person's right to privacy.

13. Contribute and collaborate with the ADS Advisory Board in developing and implementing:

- Staff Performance feedback surveys
- Caregiver and Participant "needs" surveys
- New creative and stimulating ADS activities
- New programs inspired by the Advisory Board.

The following are basic abilities and skills required for the position of Program Assistant:

Education

An undergraduate degree in social work or a related field is preferred, with experience working as a Certified Nursing Assistant caring for veterans and seniors. We will consider someone who has a combination of related experience, training, and education.

Code of Ethics & Standards of Practice

[Division 30: Code of Ethics for Clinical Social Work Associates and Licensed Clinical Social Workers](#) The State of Oregon

Administrative Rules for social workers are the ethical and practical guidelines we follow.

Communication

- Listens actively while others talk
- Uses simple words and language
- Speaks and writes clearly and concisely.
- Speaks easily and comfortable to people from diverse cultures and backgrounds.

Interpersonal Skills

- Communication is honest and open. Our nonprofit aims to be as transparent as possible: it starts with communication.
- Respects and values others.
- Is able to resolve conflicts and solve problems without harming relationships
- Is comfortable dealing with board members, government officials, and others in the community
- Appreciates other people's various and different points of view.
- Supports and recognizes the work of others.

Collaborative Skills

- Can work effectively with others within the organization and in the community
- Can initiate and be open when collaborating with groups.
- Accepts feedback, positive or negative, and uses it constructively to benefit the group collaboration.

Planning and Organizing

- Capable of collecting and using information for planning
- Understands the difference between goals and objectives
- Can prioritize and manage different tasks
- Can meet deadlines
- Pays attention to detail

Work Standards

- Adheres to professional standards
- Willing to follow NESS policies and procedures
- Completes commitments
- Shows personal initiative yet is accountable for own actions
- Works well independently and as a team player
- Is competent using computers and other necessary technology; is willing to learn.

Knowledge

- Is knowledgeable of NESS's Mission and how the Adult Day Service contributes to that goal.
- Is willing to learn and keep updated
- Is comfortable with and skilled at interacting and engaging with seniors in any activity
- Is patient and understanding of the aging process
- Willingly keeps abreast of scientific and social discoveries regarding aging, such as how specific activities influence, stimulate, and motivate us.