

## Alzheimer's Community Care, Inc.

**Position Title:** Program Assistant/Activities Coordinator  
**Supervisor:** Program Manager  
**Department:** Specialized Day Services  
**Status:** Non-exempt  
**Effective Date:** April 15, 2005  
**Revised Date:** October 22, 2013

**Position Description:** The Program Assistant/Activities Coordinator is responsible for providing help and support to meet the needs of the patients in the Specialized Alzheimer's Day Center (SADC), under the direct supervision of the Program Manager. The Program Assistant/Activities Coordinator is responsible for playing an instrumental role in initiating research for developing and promoting new activities, providing hands-on assistance in the implementation of the activities program on a daily basis, must be able to direct and conduct multiple activities for different stages of dementia; develops and completes calendar of activities ensuring that they are conducted daily as prearranged.

### **Position Responsibilities:**

1. Researches, plans, and implements the daily activity schedule. Develops and completes calendar of activities for the month, ensuring activities are conducted daily and as prearranged. Assists in planning and implementing other daily operations as requested by the Program Manager or Vice President of Specialized Day Services.
2. Maintains responsibility for opening or closing and/or assisting with facility cleaning as requested.
3. Provides assistance to patients, caregivers, volunteers, and other personnel as requested.
4. Provides and/or assists in providing patients' personal care needs to include but not be limited to: toileting, bathing, grooming, dressing, eating, transferring and ambulating.
5. Assists in acquiring necessary supplies as requested.
6. Assists in providing for patients' safety needs, to include providing constant supervision or assisting in emergency procedures.
7. Assists in design and assessment of individual care plans. Offers input into revisions and/or updates to the care plan and offers input into written progress notes.
8. Assists in completing reports/records for Alzheimer's Community Care and other service providing agencies serving SDCC, maintaining accuracy and submitting documentation on a timely basis.
9. Assists in outreach and educational components of Alzheimer's Community Care.
10. Participates in implementation of disaster procedures as needed.
11. Travels to other day care to assist in their location when requested by Program Manager.
12. Assists with ongoing Quality Assurance and Quality Initiatives activities such as audits.
13. Performs other duties as assigned.

**Supervisory Responsibilities:** Not applicable to this position

**Supervision Received:** Close frequent contact with the Program Manager, communicating mainly verbally and in writing.

### **Other Position Relationships:**

**Staff & Volunteers:** Works closely with SADC staff members and volunteers as a team.

**Governing Structure:** None

**Government:** None

**Public:** Moderate public contact with caregivers, patients, committed agencies and vendors

**Work conditions may include but are not limited to:**

1. Walks or stands 80% of the time, sits the other 20%.
2. Lifts or assists with lifting in patient transfers from wheelchair to chair, wheelchair to toilet, vehicle to wheelchair, etc.
3. Provides or assists with personal care needs from 10 to 90 times per day.
4. Works in shared group space with moderate to high noise level.
5. Works with frequent interruptions.
6. Works with a Department team of up to 15 people and may interact with up to 60 people daily.
7. During emergency conditions, may be exposed to long working hours and/or heat, rain, wind, or cold.
8. During working hours, may be exposed to offensive odors.
9. During working hours, may be exposed to bodily fluids and is required to implement universal precautions procedures.

**Position Requirements:**

**Education/Licenses:** High school diploma or equivalent and have a current Florida Certified Nursing Assistant license with no restrictions.

**Experience:** Work experience, either paid or volunteer, with older populations or patients with Alzheimer's disease and/or other dementing illnesses.

**Essential Job Requirements of Position:**

1. Must be free of communicable diseases. Required to update physical and TB testing annually.
2. May require work in excess of scheduled hours from time to time.
3. Must possess the ability to lift 50 lbs. maximum with frequent lifting and carrying of objects weighing up to 25 lbs.
4. Must possess the ability to frequently stand, walk, speak clearly, hear patients' communications, stoop, kneel, crouch, reach, and handle program supplies/equipment.
5. Must be able to work indoors or outdoors based on patient needs.

**Skills/Abilities:**

1. Must possess the ability to communicate well, both in verbal and written form.
2. Must have reliable transportation.
3. Must have a current CPR and First Aid certification.
4. Must have AED certification if SADC site contains an automated external defibrillator/
5. Must be organized and effective with time management.
6. Must be compassionate and communicate caring to patients and families.
7. Effective working relations with volunteer and Senior Companion personnel.
8. Understanding of basic mathematics.
9. Must have ability to exercise sound judgement.

**Position Resources Provided by ACC:**

1. Mileage Reimbursement

