

Alzheimer's Community Care, Inc.

Position Title: Program Assistant – Full Time
Supervisor: Program Manager
Department: Community Care Services - Specialized Day Services
Status: Non-exempt
Effective Date: July 1, 2004
Revised: October 22, 2013

Position Description: The Program Assistant is responsible for providing help and support to meet the needs of the patients in the Specialized Alzheimer's Day Service Center (SADSC), under the direct supervision of the Program Manager. The Program Assistant is responsible for providing assistance in the development, implementation and facilitation of the therapeutic activities program. The Program Assistant is also responsible for providing hands-on assistance with patients' activities of daily living while supervising patients to ensure their safety and security. The Program Assistant is also responsible for maintaining necessary supplies and assisting in completing required documentation.

Position Responsibilities:

1. Assists in planning, implementing and facilitating the daily therapeutic activities schedule. Assists in planning, implementing and facilitating other daily operations as requested by the Program Manager
2. Assists in acquiring necessary supplies 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 providing for patients' safety needs, to include providing constant supervision or assisting in emergency procedures
6. Assists Program Manager and Program Nurse 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.
7. Assists in completing reports/records for ACC and other service providing agencies serving SADSC, maintaining accuracy and submitting documentation on a timely basis.
8. Assists in outreach and educational components of ACC as requested
9. Participates in implementation of disaster procedures as needed
10. Travels to other day care to assist in their location when requested by Program Manager
11. Assists with ongoing Quality Assurance and Quality Initiatives activities such as audits.
12. Performs other duties as assigned.

Supervisory Responsibilities: Not applicable to this position

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

Other Position Relationships:

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

Governing Structure: None

Government: None

Public: Moderate public contact with caregivers, patients, community 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 10 people and may interact with up to 30 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.
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.
6. Must possess safe, valid Florida Driver's License.

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

I have fully read and understand the requirements of the aforementioned job description.

I agree that, as a condition of my employment, I will maintain confidentiality regarding all patient and consumer records and ACC financial issues, which may come to my attention. I also agree, as a condition of my

employment, I will avoid situations, relationships, activities, and agreements which present a conflict of interest. I also understand that this job description is not intended and is not construed as an all-inclusive list of responsibilities, skills, efforts, or working conditions associated with this position.

_____, 20____
Signature *Date*

_____, _____
Printed Name *Employment Date*

_____, 20____
Signature of Supervisor *Job Title* *Date*