

Position: Activities Team/Direct Care – Elderhaus Adult Day Program

Responsible To: Executive Director, Site Supervisor

Hours: 24-40 hours per week, M-F (full-time or part-time options)

Salary: \$13.25-14.25 per hour, depending on experience or CNA certification; optional health, vision, dental benefits

About 10 to 12 Elderhaus activities team members work directly with our participants, other staff members, and volunteers, to facilitate onsite and offsite activities and to help care for our activities-based, community-focused participants. We care about our participants and pitch in to help each other as needed, with one staff member for every six to eight participants. We will provide training for the right candidate to help you succeed.

Position Description

Activities and Direct Care:

- Lead or assist with daily onsite and offsite activities
- Maintain interest in the needs and goals of each participant
- Assist participants with activities of daily living as outlined in plan of care (assistance with meals, bathroom, transfers, personal hygiene, etc.)
- Drive Elderhaus vans/small buses and help with transport of participants
- Possess or ability to obtain CPR and First Aid certification (training provided by Elderhaus)
- Possess or ability to obtain QMAP within 90 days of hire (training provided by Elderhaus)
- Administer medications following proper policy/procedure (QMAP)
- Ability to lift at least 50 pounds
- Help maintain correct attendance log (head count); sign in/out participants
- Open/close site as needed
- Complete required documentation in a timely manner (daily)
- Monitor and report changes in participant condition to management
- Report all incidents and complete incident report if required (verify with management)

Miscellaneous:

- Complete self-studies (continuing education)
- Attend monthly staff meetings (Wednesday 4:30-6:00 p.m.)
- Present one in-service training for other staff each calendar year (guidance provided)
- Help volunteers/interns/new staff members learn about Elderhaus programs
- Assist with other departments and miscellaneous tasks as needed
- Other duties as assigned

General Employee Expectations:

- Willingness and ability to work with adults with special needs
- Ability to take/give direction while interacting in harmony with staff, volunteers, participants
- Requires stamina, patience, tolerance, with an attitude of concern, kindness, respect

- Comply with policy and procedures in the Elderhaus Policy Manual
- Personal conduct that enhances the overall professionalism of Elderhaus
- Promptness and dependability in reporting to work
- Must pass driving and background check; zero tolerance of substance abuse
- Neatness, cleanliness, appropriate dress
- Willingness to learn and improve professionally
- If you've ever replied to a request for help by saying, "That's not my job," please don't apply. If you want to make a positive difference in the lives of others, please DO apply!