

## Elderhaus Adult Day Program – Immediate Openings

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

**Reports to:** Executive Director, Site Supervisor

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

**Salary:** \$15 to \$16.50 to start for non-CNA

\$16.50 to \$18.00 to start for CNA

**Benefits:** Paid time off; lunch provided; optional health, vision, dental benefits

**Advancement:** Successful new staff members may be eligible for training as a CNA

We provide QMAP (Qualified Medication Administration Personnel) and First Aid/CPR training

Work with adult participants and other staff members to facilitate a variety of fun and interesting onsite and offsite activities, and to provide care for participants. We care about our participants and pitch in to help each other as needed. We will provide training for the right candidate to help you succeed.

*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!*

### Position Description

#### Activities and Direct Care:

- Lead or assist with daily onsite and offsite activities
- Assist participants with activities of daily living (meals, toileting, transfers, personal hygiene)
- 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
- Complete required documentation, including written daily notes, in a timely manner (daily)
- Report all incidents and complete incident report if required (verify with management)

#### Miscellaneous:

- Complete self-studies (continuing education)
- Open/close site as needed
- Attend monthly staff meetings and periodic training events
- Assist with miscellaneous tasks as needed; other duties as assigned
- Preferred: Drive vans/small buses a.m./p.m. for participant transport (\$1.25 per hour additional)

#### General Employee Expectations:

- Willingness and ability to work with adults living with dementia and other needs
- Willingness to learn and accept direction while working in harmony with staff and participants
- Stamina, patience, tolerance, with an attitude of concern, kindness, respect
- Reliable and prompt; comply with policies and procedures in the Elderhaus Policy Manual
- Personal conduct that enhances the overall professionalism of Elderhaus
- Willingness to learn and improve professionally