



The Arc Gateway, Inc. Job Description

Job Title: Program Assistant
Department: Senior Adult Program
Reports To: Program Manager

SUMMARY Responsible for direct care and supervision of seniors with intellectual/developmental disabilities while facilitating their participation in daily valued routines of their community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure the safety and well-being of participants.
- Provide assistance with toileting & mobility as needed, assist with clean up if case of accidents.
- Conduct age-appropriate training sessions in the areas of recreation, crafts, cooking, rights, safety and health, which are related to the individual's Implementation Plan and as listed in the daily schedule.
- Counsel with seniors as needed regarding positive social attitudes, appropriate social behavior and personal hygiene.
- Respond promptly to participant needs and report any unusual occurrences and observations to the Program Manager.
- Prepare documentation as required; including (but not limited to) attendance records, daily service log, incident reports.
- Supervise the administration of medication according to the Medication Policy.
- Help order, prepare, and serve food during congregate meals.
- Assist clients with lunches; including (but not limited to) storing, heating and serving lunches, as well as clean up. If necessary, ensure food is bite size to prevent choking.
- Maintain the cleanliness and organization of the activity areas and kitchen.
- Maintain the cleanliness of restrooms, including disposal of garbage, throughout the day.
- Assist with cost containment through proper storage & economical use of program resources & supplies.
- Demonstrate an attitude of cooperation and professionalism with co-workers, volunteers and staff of the various organizations that interact with the program.
- Performs other duties, as assigned.
- Act as a role model for volunteers in Senior Adult Program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED). Experience working with developmental disabilities and/or the elderly is desired. Knowledge in some area of recreation (arts & crafts, games, music, cooking, etc.) is highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS Must be able to pass Level II background screening, Affidavit of Good Moral Character and drug screening. Maintain current Zero Tolerance, CPR/First Aid certification, HIV/AIDS and Infection Control education, 65G-7 Medication Administration Training and HIPAA training. Valid driver's license, good driving record, vehicle registration & proof of insurance is required.

PHYSICAL DEMANDS The employee must occasionally lift and/or move up to 25 pounds, be able to walk the equivalent of 2 blocks.

WORK ENVIRONMENT While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Beginning Salary: \$10.00 hourly **Working Hours:** 40 hours per week, 7am-3pm Monday - Friday
The Arc Gateway, Inc. is an Equal Opportunity Employer