The Arc Gateway, Inc.
Job Description

Job Title: Program Specialist (Relief)
Department: Senior Adult Program
Reports To: Program Manager

GENERAL PURPOSE OF JOB
Responsible for direct care and supervision of seniors with intellectual/developmental disabilities while facilitating their participation in daily valued routines of their community. Responsible for continuation of daily routing during regular staff absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assure the safety and well-being of participants. Provide assistance with toileting and mobility as needed, and assisting with clean up if there are any accidents.
- Conduct age-appropriate training sessions in the areas of recreation, crafts, cooking, rights 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 meals.
- Maintain the cleanliness and organization of the activity area and kitchen.
- Assist with cost containment through proper storage and economical use of 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.

SUPERVISORY RESPONSIBILITIES Acts as a role model for the volunteers in the Senior Adult Program.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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 HIPPA training. Valid driver's license, with satisfactory Motor Vehicle Report, vehicle registration and proof of insurance is required.

Beginning Salary: $9.00 hourly **Status:** Non-Exempt
Working Hours: On Call/Relief as needed.