



## JOB DESCRIPTION

Title: **Adult Day Services Aide** FLSA Status: Non-Exempt  
Reports To: Adult Day Services Supervisor Pay Grade: B  
Annual Hours: 15-20 hours a week Status:

---

### POSITION SUMMARY

This position is responsible for providing a safe and compassionate environment to senior clients in the Adult Day Service program which includes carrying out activities while continually monitoring and assisting clients with both physical movement, mental stimulation and emotional support.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.*

1. Assists with programming and the implementation of activities that focus on cognitive, physical and social abilities of the participants.
2. Provides monitoring for each participant while assuring their safety.
3. Assists participants and help them socialize and participate in ongoing group and individual activities.
4. Provides physical assistance with transfers of participants during arrival and departure, between activities, to and from wheelchairs, and restroom facilities.
5. Communicates with the Supervisor client concerns to ensure quality care and services.
6. Assists in directing and utilizing volunteers and support organizations in a productive and meaningful way.
7. Completes and records information in client charts.
8. Performs light housekeeping and caretaking of the Adult Day Service room.
9. Other duties as assigned.

### MINIMUM REQUIRED QUALIFICATIONS

- High school diploma or equivalent and one (1) year work experience in a caregiver or activity position.

### OTHER REQUIREMENTS

- Must possess or obtain CPR/First Aid certification upon hire.
- Must successfully pass criminal background.
- Must obtain Dementia Certification upon hire.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles, rules, materials and equipment requirements for adult day respite program.
  - Knowledge of the philosophy and objectives for aging, cognitive or sensory impairment or mobility changes, including psychology and sociology and personal health and hygiene.
  - Knowledge of Alzheimer's disease and dementias.
  - Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
  - Ability to think quickly, maintain self-control, and adapt to stressful situations.
  - Knowledge of computer software applications that assist in client programming.
  - Ability to understand and effectively carry out verbal and written instructions.
-

- Ability to communicate detailed and often sensitive information effectively, calmly and concisely, both orally and in writing.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to work the allocated hours of the position.

**PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.*

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are aggressive or abusive.
- Work may involve exposure to blood borne pathogens and may be required to wear specialized personal protective equipment.

*Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMPLOYEE ACKNOWLEDGMENT**

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

---

Employee Signature Date

---

Employee Printed Name