

# Friendship Adult Day Services, Inc.

## Job Description – Program Assistant-Part time

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Directly responsible to the Activity Program Coordinator (APC).
2. Assist the APC with activities as they relate to programming.
3. Provide assistance, instruction, and encouragement to the participants in cognitive, physical, and psychosocial activities.
4. Encourage participants to be as independent as possible.
5. Record time sheet.
6. Assist clients with personal needs (toileting, emergencies, and mealtime). **Regularly lift 10lbs. Frequently assist (no lifting) adults up to 150 lbs, and occasionally, with partner assistance, assist adults up to 300 lbs**
7. Implement safety procedures as designated by policy. (This includes safely and accurately participating in drills and in the daily safety practices that relate to locking doors while using cleaning equipment, providing supervision to participants and any other safe practice requested.)
8. Promote teamwork within the agency that interpersonal conflicts do not occur.
9. Have the ability to work with and relate to elderly and/or disabled adults.
10. Be responsible to the Executive Director in reference to hiring, evaluation and dismissal.
11. Closes with Executive Director and Administrative Assistant. Responsible for light cleaning duties at end of day.
12. Other duties as requested and specific shift requires.

### QUALIFICATIONS:

**High School Diploma or equivalence required.**

**Interest in helping elderly and/or disabled adults.**

**Pass TB Skin Test and physical, including drug test. Pass CPR/First Aid Certification. (All Paid for by FADS)**

**Pass Criminal Background Check. (Paid for by FADS)**

**10:00 am-5:00 pm with 30 minute lunch.**

**Must have reliable transportation.**

**Must be reliable and on time each day.**

**Pay: \$10.00 per hour. Benefits: free lunch and Holiday Bonus.**

I have read and I understand the responsibilities, as described above.

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Employee Signature

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Date