

JOB DESCRIPTION

JOB TITLE: Program Aide
DEPARTMENT: Adult Day Services
STATUS: Non-Exempt / Part-time
VERIFIED: November 2021
REPORTS TO: Core Program Supervisor



"I love the whole sense that everybody here has a common goal to change people's lives."

– Jessica G. Occupational Therapist

JOB SUMMARY:

The primary role of the Program Aide is to provide for adult client's daily living needs and personal care needs. The Program Aide will also assist the Adult Instructors with activities throughout the day.

DUTIES AND RESPONSIBILITIES:

1. *Assist* with classroom preparation - setting up and taking down of equipment as needed.
2. Assist Adult Instructor in classroom instruction of activities, including exercise routines, hands on activities, community outings, and swimming.
3. Lunch set-up/clean-up.
4. *Provide* adult client 1:1 assistance.
5. Transport adult clients throughout the program.
6. Complete additional duties to *assist with department needs*, i.e. stock bathrooms/locker rooms, load/unload dishwasher, laundry, etc.
7. Assume *responsibilities* as appropriate and as assigned by the Core Program Supervisor or Director of Adult Day Services.
8. *Adhere* to the agency safety policies and procedures.

"Clients and staff – they are all friends to me."

- Mark, client

EXPERIENCE AND SKILL REQUIREMENTS:

1. High School Degree and CNA license preferred.
2. Physical ability to lift and transfer adults (minimum of 25 pounds).
3. Ability to assist Instructor in daily activities.
4. Must have a positive attitude and strong degree of professionalism at all times.
5. Must have the balance and coordination to assist adult clients in ADL tasks.
6. Must have the ability to verbally communicate to the adult clients in the program.
7. Successful completion of background check, iso-kinetic test, communicable disease screen and drug screen.
8. In order to support the safety, health, and wellbeing of our employees and the public we serve, and to meet federal mandate requirements, CP requires all employees to be fully vaccinated with a COVID-19 vaccine, except where a reasonable medical or religious accommodation can be granted. Upon hire you will be required to provide proof of your vaccination status.

2801 S. Webster Avenue, Green Bay, WI 54301 / 920-337-1122 / www.wearecp.org

ADA JOB ANALYSIS

Job Title: Program Aide

Dept. Name: Adult Day Services

Dept. # 10

Reports To: Core Program Supervisor

Date Verified: November 2021

PHYSICAL DEMANDS

<u>STANDING</u>	<u>Hours Per Day</u> <u>Duration</u>	6-7 ___ General Moving Around ___ 1 to 2 Hours	___ Less Than 1/2 Hour <u>X</u> 2 to 4 Hours	___ 1/2 to 1 Hour ___ Other
<u>SITTING</u>	<u>Hours Per Day</u> <u>Duration</u>	1-2 ___ General Moving Around ___ 1 to 2 Hours	___ Less Than 1/2 Hour ___ 2 to 4 Hours	<u>X</u> 1/2 to 1 Hour ___ Other
<u>WALKING</u>	<u>Hours Per Day</u> <u>Duration</u>	5-6 ___ General Moving Around ___ 1 to 2 Hours	___ Less Than 1/2 Hour <u>X</u> 2 to 4 Hours	___ 1/2 to 1 Hour ___ Other
<u>LIFTING</u>		___ Less Than 10 Pounds ___ 50+ Pounds	___ 10 to 25 Pounds ___ Other	<u>X</u> 25 to 50 Pounds
		<u>Times Per Day</u> 50+	<u>Height</u> 2-4 ft	
<u>CARRYING (weight)</u>		___ Less Than 10 Pounds ___ 50+ Pounds	___ 10 to 25 Pounds ___ Other	<u>X</u> 25 to 50 Pounds
		<u>Times Per Day</u> 10	<u>Distance</u> 3-6 ft.	
<u>PUSHING (weight)</u>		___ Less Than 10 Pounds ___ 50+ Pounds <u>X</u> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)	___ 10 to 25 Pounds	___ 25 to 50 Pounds
		<u>Times Per Day</u> 75	<u>Distance</u> 12 ft.	
<u>CLIMBING</u>		<u>Times Per Day</u> 7	<u>Distance</u> 2 flights of stairs	
<u>REACHING</u>		<u>Times Per Day</u> 50+	<u>Distance</u> arm's length	

ENVIRONMENTAL CONDITIONS

Temperature: Normal room temp. High Locker Room Temp (80-85), Pool (92), Whirlpool (102), high humidity

Job Hazards: Closed toed shoes required; congestion in hallway due to wheelchairs

Machines/Equipment: Mechanical Lifts, computer, phone, photocopier

Noise Level: Above Normal office noise (large groups); client vocalizations