

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Program Support Aide
<b>DEPARTMENT:</b>	Adult Day Services
<b>STATUS:</b>	Non-Exempt /Full-Time
<b>VERIFIED:</b>	November 2021
<b>REPORTS TO:</b>	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 Support Aide is to provide day-to-day assistance to the Adult Instructors & PCS (Personal Care Specialist) team. The Aide will also assist with duties in the Adult Day Services department to help build efficiencies throughout the program.

### DUTIES AND RESPONSIBILITIES:

1. **Provide assistance** with personal cares for clients, both male and female clients, to include: toileting, feeding, providing drinks/snacks per special healthcare needs, and dressing, with the primary function of this position assisting with personal cares.
2. **Provide assistance** to Instructors during classes, exercise and in the pool. This will include Range of Motion, PT follow-through, swimming and community outings.
3. Provide assistance during the lunch periods by **preparing and arranging** rooms, sanitizing tables, and clean up.
4. **Monitor** and adhere to a variety of program and class schedules.
5. Sanitize rooms and equipment as scheduled/needed.
6. Perform housekeeping tasks of laundry, stocking, etc.
7. **Responsible** for timely and accurate documentation as needed: incident reports, seizure reports, behavior reports, etc.
8. **Attend staff meetings**, in-service training, and/or continuing education courses as required.
9. **Provide direction** to volunteers during program activities and community outings.
10. Perform any other duties as deemed necessary.
11. **Adhere** to the agency safety policies and procedures.

### EXPERIENCE AND SKILL REQUIREMENTS:

1. High school diploma required. CNA license preferred.
2. Physically able to lift and transfer adults (minimum of 25 pounds).
3. Experience and/or training working with adults who have severe disabilities.
4. Must have a positive attitude and strong degree of professionalism at all times.
5. Established communication and organizational skills.
6. Successful completion of background check, iso-kinetic test, communicable disease screen and drug screen.

7. 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.

## ADA JOB ANALYSIS

Job Title: Program Support 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> <b>3</b> <u>Duration</u>	<input checked="" type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>SITTING</u>	<u>Hours Per Day</u> <b>4-5</b> <u>Duration</u>	<input type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input checked="" type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>WALKING</u>	<u>Hours Per Day</u> <b>1-2</b> <u>Duration</u>	<input checked="" type="checkbox"/> General Moving Around <input type="checkbox"/> 1 to 2 Hours	<input type="checkbox"/> Less Than 1/2 Hour <input type="checkbox"/> 2 to 4 Hours	<input type="checkbox"/> 1/2 to 1 Hour <input type="checkbox"/> Other
<u>LIFTING</u>		<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ Pounds	<input type="checkbox"/> 10 to 25 Pounds <input type="checkbox"/> Other	<input checked="" type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> <b>10-20</b>	<u>Height</u> <b>4 ft</b>	
<u>CARRYING (weight)</u>		<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ Pounds	<input type="checkbox"/> 10 to 25 Pounds <input type="checkbox"/> Other	<input checked="" type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> <b>&lt;10</b>	<u>Distance</u> <b>4-5 ft.</b>	
<u>PUSHING (weight)</u>		<input type="checkbox"/> Less Than 10 Pounds <input type="checkbox"/> 50+ Pounds <input checked="" type="checkbox"/> Other (Avg. 150, but can be up to 300 with wheelchairs and power wheelchairs)	<input type="checkbox"/> 10 to 25 Pounds	<input type="checkbox"/> 25 to 50 Pounds
		<u>Times Per Day</u> <b>&lt;5</b>	<u>Distance</u> <b>25-50 ft.</b>	
<u>CLIMBING</u>		<u>Times Per Day</u> <b>10-15</b>	<u>Distance</u> <b>2 flights of stairs</b>	
<u>REACHING</u>		<u>Times Per Day</u> <b>50+</b>	<u>Distance</u> <b>arm's length</b>	

### 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

*"Clients and staff – they are all friends to me."* - Mark, client