

USC Leonard Davis School of Gerontology

Job Posting: Senior Access Adult Day Care Program 02/15/06

Job Position: Program Assistant

Organizational Overview:

Senior Access an Adult Day care program providing An Alzheimer Center and Adult Day Health Care is located in Marin County. Senior Access's mission is to provide programs and services that enhance the quality of life and independence of older adults. By providing; an end to isolation, loneliness, and boredom for hundreds of Marin's elders, Scholarships for low-income elders to attend adult day care program, a weekend of care for elders with Alzheimer's to give their family caregivers a break, Community outings for those in the earliest stages of Alzheimer's disease, Support groups for family caregivers, Outreach to under-served elders and their families

Summary of duties:

The Program Assistant is an integral team member of Senior Access that promotes, supports and facilitates effective service delivery to the participants and caregivers. The Program Assistant is a Part time position (working 15 - 27.5 hours per week). The position will be required to work at our Novato or Kentfield site. Oversight by Program Staffing Coordinator, directly supervised by Program Director

Responsibilities:

- Physical assistance to participants in daily activities such as hygiene, meals and ambulation.
- Offers companionship and reassurance to participants
- Encourages involvement in social and recreational activities
- Leads and participates in activities along with clients, conduct small group activities and exercises
- Documents client participation, health status, etc on a daily basis
- Maintains self respect and dignity of the participant keeping personal matters confidential
- Contributes to the friendly, warm and safe environment of the program
- Assist program supervisor in implementing activity program and any set -up or clean-up
- Provide assistance in inventory, maintenance and storage of equipment and supplies
- Informs program supervisor of any participant problems or suspected physical abuse
- Attends monthly team meetings and in-services
- Assist with other program activities or duties as needed.

Qualifications:

- Able to pass Health screening and TB test
- Finger print and FBI clearance as required by state licensing
- Knowledge and skills in the care of elders
- Strong interpersonal skills
- Effective communication skills; verbal, written and presentation
- Demonstrated ability to work effectively with clients, management, peers and Volunteers
- High degree of confidentiality mandated
- Preferably a C.N.A., not required
- High School diploma required, an Associate's degree in Psychology or Sociology preferred

Salary and Benefits:

Hourly based on DOE. Senior Access offers an excellent benefits package(to employees working 20+ hours) including Holidays, vacation, Medical Insurance including Health care, dental, Acupuncture and Chiropractic, and 403 (b) available.

Contact:

Tel: (415) 897-6884

Fax: (415) 897-1585

Email: jtripathy@senioraccess.org