



## **FAMILY SERVICE OF MORRIS COUNTY JOB DESCRIPTION**

**POSITION:** *Program Assistant/Home Health Aide --  
Adult Day Center at Morris View*

**POSITION HOURS:** 11:30 a.m. to 3:00 p.m. Monday through Friday

### **SUMMARY:**

Under the supervision of the Adult Day Center Director or the Site Coordinator or Activities Coordinator, is responsible for carrying out the planned program, assisting with personal care of participants and all toileting, recording certain participant and program information, and maintaining the Adult Day Center facility/equipment.

### **DUTIES AND RESPONSIBILITIES:**

- Carry out planned program as directed by the Activities Coordinator or Site Coordinator. May post the day's schedule of events as needed.
- Sign in/out participants, recording item brought and the clothing description for those with a potential to wander.
- Be flexible as to program scheduling and adaptable to the individual needs of each participant.
- Assist in the orientation of new participants during his/her trial attendance and complete trial attendance form as assigned.
- Assist with personal care activities of participants (coats, transferring, ambulation, eating, hand washing, etc.) to meet individual needs. Assist participants with self-administration of medications under the direction of the Adult Day Center Director as needed.
- Be primarily responsible for toileting designated participants 2 times per day and handle all toileting emergencies that occur during shift.
- Review the communication book daily for ongoing changes in the program or the participants, and to communicate changes or information concerning participants as they occur.
- Attend staff meetings and training programs as they are called.
- Assist in maintenance of lavatory, kitchen, activity supplies, and materials.
- Have initial tuberculosis screening prior to employment and every year thereafter and sign a Hepatitis B form.
- Maintain confidentiality of all participant and caregiver issues and documents.
- Agree to carry out all Adult Day Center procedures and Family Service policies.

**POSITION CLASSIFICATION:**

- Be certified as a Home Health Aide and maintain that certification by: a) attend 12 hours of in-service annually; b) meet with RN on the side once every two months for supervision.
- Be certified in adult CPR/First Aid on an annual basis.
- Follow direction when another staff member is in charge during emergency procedures, or may initiate emergency procedures according to specific emergency plans recorded in the Adult Day Center.
- Provide a valid NJ driver's license and agree to a check of driving record if needed.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- Home Health Aide certified.
- Prefer to have at least one-year experience working with the elderly and/or physically or functionally disabled people.
- Be able to take direction and carry out assignments as part of a team.
- Be physically able to assist participants in personal care activities and active games.
- Be physically able to hear and observe participant interactions and communicate to the extent that participant safety is maintained and individual program goals are achieved.
- Be culturally responsive to the service population.

*Revised 02/2012*