



Program Assistant

POSITION SUMMARY

The Program Assistant provides direct care for Members, including assistance with ambulation, hygiene and meal assistance as needed. The Program Assistant assures Members are engaged and safe during activities and consults with the Activity Director on the needs of each Member, especially as those needs change.

This position works closely with the Activity Director and is key to creating a relaxed atmosphere of fun and respect. We are looking for a creative and flexible team member who will remind Members of their strengths and offer appropriate choices that preserve their sense of autonomy.

MINIMUM QUALIFICATIONS

Key characteristics: Empathy, respect, compassion, creativity, reliability, caring—and a sense of fun.

Education and Experience: Nursing Assistant Certification or equivalent experience, and experience assisting people living with dementia.

Skills: Effective communication skills, both verbal and non-verbal. Honoring boundaries, setting limits and maintaining confidentiality are a must. Able to work as a team with the Activity Director and volunteers.

Physical Requirements: Must be physically able to assist members with activities. Able to help with set-up and clean-up.

RESPONSIBILITIES

ASSIST WITH DAILY PROGRAM AND ACTIVITIES

1. Maintain a Member-centered focus: offer appropriate choices and create an environment of trust, respect, compassion and fun.
2. Assist Members with activities. Be alert to and address needs such as growing anxiety, frustration, boredom, or discomfort before issues escalate. Modify approaches to meet individual needs.
3. Adapt to events to keep Members at ease and safe.
4. Encourage smooth integration of new Members into the group.
5. Help with set-up and clean-up of program space.



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PROVIDE FOR MEMBER COMFORT AND SAFETY

6. Assist Members with ADLs including ambulation, toileting, hand-washing, and preparing food as necessary for independent eating.
7. Use time effectively to address various needs without strict supervision.
8. Monitor potentially harmful items during activities and ensure they are not accidentally accessible to Members when not in use.
9. Know and follow facility safety measures (emergency evacuation, etc.). Report safety hazards.
10. Be willing to obtain/keep current food handler's permit.
11. Maintain HIPAA compliance.

TRAINING

12. Participate in ongoing professional and safety training, particularly regarding dementia care, both independently and with other staff Members as opportunities arise.
13. Assist in the orientation of new staff or volunteers.

COOPERATION/ATTITUDE/DEPENDABILITY

14. Promote trust and respect among the staff, volunteers, Members and families. Communicate effectively and proactively. Display a positive attitude towards Members, other staff, program and facility.
15. Maintain regular attendance and be ready to welcome Members as they arrive. Help secure coverage for position for planned absences.
16. Perform other duties as assigned or requested.