

OPPORTUNITIES, INC. JOB DESCRIPTION

Job Title: SENIOR DAY CENTER DIRECT CARE AIDE

General Description of Duties:

Responsible for performing a variety of tasks related to care and supervision of consumers. Non-exempt position.

Qualifications Preferred:

Knowledge, Skills, Abilities: Behavior management; Communication; Documentation; Read and write legibly; Work with limited supervision.

Certification/License: Certified Nurse Assistant (CNA); Annual TB Skin Test; CPR/First Aid

Education: High School Graduate or equivalent.

Experience: One year in related field.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

Major Responsibilities and Duties:

Be knowledgeable of consumers' service delivery.

Supervise and instruct consumers in activities and objectives

Help consumers with activities of daily living, including the toileting and hygiene needs.

Help consumers in the management of behaviors in a professional manner and demonstrate skills and techniques to intervene effectively if needed.

Perform cleaning activities in assigned area, including laundry, as needed

Assist in the preparation of materials for consumer activities

Document and perform record keeping as required

Aid with food services as needed

Complete assigned tasks in a timely manner.

Participate in training, in-services, conferences and seminars as requested

Follow directions of supervisor, performing other duties as assigned.

Physical Requirements:

Communication - English speaking

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Hearing for conversation

Stooping, kneeling, bending, twisting, crouching

Lifting up to 50 lbs.

Use of hand, wrist, fingers

Pushing/pulling up to 50 lbs.

Vision for driving and reading

Reaching overhead and in front of body

Walking for short distances

Responsible to: Program Manager, Nurse and/or Activity Coordinator

Supervision of: N/A

Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed.

I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.

Staff Signature

Supervisor Signature

Date

Date