** ESSE Adult Day Services**

**Position Description**

**ACTIVITY ASSISTANT**

The employee must have an understanding of the goals, policies and objectives of the ESSE Centers. The employee is expected to be respectful of participants, families and other staff at all times.

The Activity Assistant shall work under the supervision of the Program Manager, Program Director or Executive Director, implementing the planned daily activities of the participants served at the Center.

Qualifications include:

* Must exhibit a caring and compassionate attitude while articulating true concern for people.
* Possess the ability to effectively read, write and communicate in English
* Good organizational and time management skills
* Assessment skills that would distinguish a client’s ability to participate and choose a different activity
* Maintains Confidentiality
* Prompt and responsible in attendance
* Serves as a positive example for others in behavior and appearance.

Regulatory Compliance:

* Follow State regulations as it pertains to participant care and services
* Complete initial training in the first week of employment and 12 hours of continuing education per year mandated by the State along with staff mandated meetings
* Maintain current CPR and First Aid Certification

The Activity Assistant will be part of the Adult Day Service Team responsible for

* Assisting in planning activity in an appropriate manner demonstrating flexibility and an understanding of the participants basic needs
* Stays with the participant throughout the activity, encouraging independence,

Recognizes rationale of planned activities,

* Assists in selecting materials to be used, also stores and maintains all supplies in good condition. Report to manager when supply levels are low.

* Follows planned activity calendar with clients each day
* Knows the participants whereabouts at all times
* Assists participants to the restrooms and other activity outside the activity area
* Makes the facility safe and accessible for participants
* Maintains a clean and orderly facility by disinfecting kitchen surface areas, table tops, toilets and lavatories. Floors should be dry at all times.
* Exhibits initiative and enthusiasm
* Reports all observations regarding major medical of chronic conditions to the Program Manager and begins incident report documentation.
* Follows “Emergency Policy” in situations of participant change in health condition.

The Activity Assistant will implement programming that benefits participants abilities which involves:

* Should be able to bend, squat, kneel, climb and reach.
* Will support /assist (Maximum lbs) 70 pounds
* Should be able to use hands for grasping, pushing, pulling, and fine manipulation.

Signature of Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised October 28, 2020