



ELIZABETH SETON CENTER

JOB TITLE Adult Day Services Aide

CLASSIFICATION Full-time, Part-time, or Temporary; Nonexempt

POSITION DESCRIPTION

The Adult Day Services Aide performs direct care activities in a manner that ensures quality care and comfort of the elderly and cognitively impaired that is respectful to the client and supportive of their caretaker. Duties are performed in a caring, empathetic, and time-efficient manner, paying attention to and maintaining the dignity of each client and other staff members. All work is done in compliance with program policies, which are in accordance with Commonwealth of Pennsylvania Department of Aging regulations.

DIRECTLY RESPONSIBLE TO Director of Senior Services

DESCRIPTION OF DUTIES

A. Involvement with Clients

1. Accurately reports and documents consumers' care.
2. Stays informed of changes in clients' conditions by being attentive to daily reports and log book.
3. Notifies appropriate parties of any changes in a clients' conditions (physical, emotional, and mental).
4. Properly showers and grooms assigned clients. Maintains modesty of clients during showering and toileting.
5. Fulfills clients' requests in a reasonable amount of time.
6. Plans activities for the consumers and participates when appropriate.
7. Demonstrates knowledge of fire and safety plans and use of safety devices. Is aware of and follows appropriate standards of body substance isolation when dealing with patient care. Follows universal precautions.
8. Assists with various medical procedures and first aid.
9. Maintains supplies as needed.
10. Participates in continuing education programs and in-services.
11. Monitors distribution of all meals and adheres to nutritional guidelines as stated by the Child and Adult Care Food Program (CACFP).

B. Interaction with Staff

1. Establishes effective staff relationships based on mutual respect.
2. Maintains regular communication with the Director of Senior Services and, in the absence of the Director, relays pertinent information to the Registered Nurse (RN).

3. Demonstrates cooperation and flexibility that ensures Seton Center is adequately staffed to meet the needs of the families it serves. (Seton Center Adult Day Services hours are M-F from 7 am - 7 pm and Saturday from 8 am - 5 pm; the Center offers schedule flexibility for personal higher education pursuits.)

C. Maintaining Center Environment

1. Takes necessary precautions to insure a safe, healthy environment in compliance with Center policies and state requirements.
2. Shares in general housekeeping and maintenance.

D. Interaction with Caregivers and Community

1. Establishes and maintains good relationships with caregivers and community contacts including volunteers, observers, and visitors.
2. Attends and supports extracurricular activities of the Center.

E. Professional Expectations

1. Attends mandatory workshops and trainings to maintain compliance with Pennsylvania regulations.
2. Maintains high standards of professional ethics and confidentiality in regard to clients, staff, and caregivers.
3. Reports each scheduled work day at the scheduled start time and complies with established standards for attendance and punctuality as specified in the Employee Handbook.
4. Maintains good health habits and complies with Elizabeth Seton Center dress code as specified in the Employee Handbook.
5. Performs other duties as assigned by the Director of Senior Services. (May be assigned to other departments as needed.)

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

PERFORMANCE OBJECTIVES

Compliance

- A. **Ethics & Compliance:** Acts with integrity and conforms to ethical standards in all situations with full awareness of the requirements specified in the Employee Handbook.
- B. **Equal Employment Opportunity/Diversity:** Understands and supports Seton Center's commitment to ensuring equality in employment opportunities and maintaining an environment free of unlawful discrimination. Shows understanding and respect for all employees and clients by valuing their differences.
- C. **Safety:** Works safely in accordance with Seton Center practices and state requirements; demonstrates behavior that focuses on safety as an integral part of the Seton Center environment. Accepts accountability for use of appropriate tools, methods and procedures in performing work functions.

TRAVEL, WORK ENVIRONMENT & PHYSICAL DEMANDS

- A. Occasional local travel required for paid trainings outside of facility.
- B. Outdoor supervision of adults.
- C. Tasks assigned may involve potential and/or direct exposure to blood or body fluids.
- D. Involves exposure to latex, plastic, and/or materials which are used for personal protective equipment.
- E. Constant walking and standing is required.
- F. Must be able to lift over 80 lbs. with assistance multiple times throughout the day as well as bend, stoop, and reach above shoulder level. (Hoyer lift training will be provided.)
- G. Must be able to answer telephone calls and respond to audible emergency signals and alarms.
- H. Must be able to concentrate on moderate details with frequent interruptions. Must be able to attend to tasks lasting 10-25 minutes.
- I. Must be able to cope with the mental and emotional stress of the position.
- J. Must be able to recognize needs and desires of others and be respectful and courteous to others.
- K. Must be able to accept change and cooperate with change in work and/or procedures.

MINIMUM QUALIFICATIONS

- A. Must be at least 18 years old.
- B. High School Diploma or General Education Development Certificate.
- C. Equivalent combination of experience and training.

REQUIRED INFORMATION

Applicants must include two letters of reference with their job application.

Prior to contact with clients, all new employees must provide documentation of:

- A. Federal Criminal History Record Information (CHRI)
- B. PA Department of Human Services Child Abuse History Clearance
- C. PA State Police Request for Criminal Records Check
- D. National Sex Offender Registry (NOSR) Clearance
- E. Physical Examination and Mantoux Tuberculin (TB) Test
- F. Drug Test Results
 - Employees may be asked to complete drug tests throughout the course of employment.

Seton Center will cover the costs for all clearances and drug testing. Employees are responsible for physical examination and TB Test. (Assistance may be available to cover these costs upon request.)

Elizabeth Seton Center provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.