



LUNALILO HOME

JOB DESCRIPTION

Position: **ACTIVITIES PROGRAM AIDE**
Department: Adult Day Care & Senior Activities Programs
Report to: Director of Adult Day Care and Senior Activities Programs
Classification: Hourly Non-exempt, Union

Status: Regular Full Time (40 hours per week)
Regular Part Time (20 or more hours per week but less than 40 hours per week)
On-Call/Part-Time (hours varied according to need)
May be required to work holidays, weekends, and work overtime as necessary.

JOB FUNCTIONS

Assists in planning, organizing and directing therapeutic exercise and recreation programs to effect improvement in the physical, mental and social well-being of clients. Assists with personal care, transfers and ambulating to each individual in accordance with prescribed procedures under direction of Director of ADC and Sr. Activities, by performing the following duties.

DUTIES AND RESPONSIBILITIES:

Assists in planning, organizing, directing therapeutic exercise and recreation programs to include such activities as games, music, arts and crafts, gardening, parties, excursions, special events and cultural activities.

Plans and conducts mental stimulation programs for memory support.

Leads daily exercise programs, ranging in:

- Daily 1:1 Walks/Strolls
- Daily AM/PM Group Walk/Strolls
- Daily AM/PM Group routine sit down exercise sessions

Conducts group and individual recreation activities according to client's needs, capabilities, and interests.

Monitors the following:

- Calendar activities throughout the day
- Assures timetables and planed activities are executed properly
- Provides suggestions for scheduling activities and events.

Prepares for activities daily by assembling the following:

- Supplies for specific activities
- Furniture (i.e. tables and chairs) arranging, set ups and break downs frequently
- Equipment needed for each activity (i.e. tables, chairs, boards, easels, games, materials etc.); and returns equipment to storage and/or its original location after the completion of activity.

Assists with the following:

- Close supervision
- Wandering prevention
- Fall prevention
- Assures safety during transfers
- Assures safety during ambulation with assistance of a device

Maintains the following:

- A secure and safe environment
 - Notifying ADC Director and/or Program Coordinator in cases of emergencies
- A clean and sanitized environment

Maintains and Reviews the following:

- Daily communication logs
 - Utilizes the Communication Book at the beginning of each shift for updates on changes in the care of clients, appointments and documents any observations and/or unusual behaviors throughout the day.
- Daily logs of the Center
 - Hydration Program
 - Client's Attendance sign out by caregivers / families
 - Daily Meal Orders
- Client's Plan of Care and Activities
- Incident Reports
- Progress Reports and Notes

Properly secures all reports, forms, notes and logs in daycare office at the end of shift.

Demonstrates simple meal preparation to promote an independent lifestyle and healthy eating.

Assists with transferring, transporting and caring for clients on field trips/outings.

Performs other duties as requested by management that support the mission of the organization.

QUALIFICATIONS:

To perform this job successfully:

- Individual must be able to perform each essential duty satisfactorily
- Should also have common sense
- Have the capacity to think quickly and respond to emergency situations

EXPERIENCE:

Work experience in geriatric, long-term care or adult day care setting desirable.
Program Recreational Specialist should also be able to communicate affectively both orally and in writing.

JOB SPECIFICATIONS:

Must meet all local health and human services regulations, including:

- Annual physician exam
- TB clearance
- Criminal background and APS clearance.
- Valid driver's license
- Certification in BLS CPR
- Certification in First Aid

Education: High School Graduate or GED
Read, Write and Speak English

Physical Demands: Ability to continuously stand or walk
Ability to bend, squat, climb stairs and lift frequently
Ability to lift up to 50 lbs. occasionally

Mental Demands: Alertness and Awareness of surroundings
Being Proactive as compared to Reactive when assisting daycare clients
Use of Sympathy and Tact when dealing with daycare clients

Lunalilo Home is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or based on disability or any other federal, state, or local protected class.