



**Job Announcement:**  
**Full-Time, Part-Time or Casual/On-Call Program Assistant**  
**Mt. Diablo and Bedford Centers - Adult Day Health Care Center**

We are excited to announce openings for a **Full-time, Part-time or Casual/On-Call Program Assistant** at the Mt. Diablo and Bedford Centers, located in Pleasant Hill and Antioch, which are State Licensed Adult Day Health Care, Social Day Care and Alzheimer's Day Care and Resource Centers primarily serving residents of Central Contra Costa County. The Program Assistant attends to the physical and social needs of our program participants.

If you are looking for a fun, warm and caring environment this is the place for you!

**Start Date:** Immediately

**Hours:** We have available full-time, part-time or casual/on call position (which fill shifts when employees are on vacation or out ill). The center operates Monday-Friday, 9:00 AM-3:00 PM. Hours and days of work vary.

**The Position:**

- ❖ Lead and support participants in program activities under the direction of the Activity Coordinator.
- ❖ Assist participants as needed and encourage participation.
- ❖ Provide safety supervision, emotional support and behavior management.
- ❖ Assist participants with Activities of Daily Living (ADL'S) including ambulation and toileting.
- ❖ Prepare for meal service, assist with serving meals/snacks, fluids and responsible for AM/PM clean-up.
- ❖ Maintain clean program areas.
- ❖ Responsible for daily record keeping.

**Qualifications:**

- ❖ Social, friendly, kind. Enjoy working with seniors.
- ❖ Ability to work with a team.
- ❖ Ability to observe and respond to needs of participants with disabilities.
- ❖ Good oral and written communication skills in English. Bilingual a plus: Spanish, Russian or Farsi.
- ❖ Prefer some experience working with seniors or people with disabilities or dementia, but will train the right candidate.
- ❖ Physical ability to lead exercise therapy assist with participant transfers when needed.
- ❖ 18 years or older, high school diploma or equivalent.

**Application:**

Fax Resume and cover letter to: 925-682-6343 Attention HR  
Email resume and cover letter to: [employment@choiceinaging.org](mailto:employment@choiceinaging.org)

See [www.choiceinaging.org](http://www.choiceinaging.org) for information about Mt. Diablo Center and The Bedford Center.  
For more information on Adult Day Health Care, see [www.adultdaycc.org](http://www.adultdaycc.org).

Mt. Diablo Center and The Bedford Center are programs of Choice in Aging. Choice in Aging is an Equal Opportunity Employer