



Care Professional

Under the supervision of the Activity Coordinator and the direction of the Program Director, the Program Assistant leads and assists with program activities, assists fellow staff attend to the physical and social needs of clients in the program and completes documentation regarding participant daily interactions and physical wellbeing. In addition, the Program Assistant works as a member of the Choice in Aging's team to meet our mission to provide the services needed for frail elderly and disabled adults to remain independent and retain their dignity while engaging in an active life.

Essential Functions:

1. Must own an operating vehicle. Must provide continuous proof of a valid driver's license, and current and valid car insurance. Travel reimbursement is offered. If travel for business begins at the home of staff, staff will be reimbursed for all business travel miles that exceed the round trip miles from their home to the Bedford location.
2. Provide administrative support to the Program Director, Activity Coordinators and staff, which include filing program paperwork, creating requested documents and data tracking, including but not limited to calculating maintenance hours and ADA.
3. Lead, engage and assist with program activities, encouraging client participation by implying recognition, respect and trust;
4. Provide care which respects and values the uniqueness of the individual;
5. Seek to maintain and restore the personhood of individuals through the creation of an environment that promotes personal worth, agency, social confidence and hope;
6. Build relationships with each individual participant, resulting in a one on one relationship based on respect;
7. Take an active role to understand each participant's likes, interests, background, family history and dislikes;
8. Interact with participants involving good, constructive, beneficial conversation and companionship;
9. Assist clients with (non-instrumental) activities of daily living including toileting, feeding, ambulating, transferring, clothing, grooming, and personal hygiene;
10. Provide safety supervision, emotional support, and when necessary, behavior management for participants;
11. Participate in maintaining a clean program area in general and specific cleaning duties as assigned;

12. Assist with preparation of food (cutting/pureeing/thickening/plating), serving meals, refreshments and clean-up;
13. Complete client documentation as assigned including progress narratives, flow sheets, toileting logs, and staff communication logs;
14. Ensure confidentiality in all matters of client care.

Minimum Qualifications:

1. Have a high school diploma or equivalent;
2. A valid California Driver's License, clean DMV report, Clear TB test, own form of reliable transportation and current auto insurance is required and must pass the Live scan fingerprint background check.
3. Must be able to communicate clearly both verbally and in written English;
4. Must be able to loudly project voice and articulate clearly when necessary for hearing impaired clients;
5. Must be able to work as a team member.

Typical Physical Demands:

1. Safely and physically assist with toileting participants;
2. Have the ability to physically respond quickly to participant needs;
3. Hear and respond to buzzer sounds for assistance in the bathroom;
4. See participants in the program in order to observe and respond to needed assistance;
5. Speak clearly and with volume for hearing impaired participants;
6. Be able to push, pull, move, and assist with transferring adult participants;
7. Have the ability to transfer a maximum of 50 pounds.

Job Type: Full-time (40 hrs/week Non-Exempt)

Monday-Friday (Closed on all major holidays)

Hourly Rate: \$14.50 per hour

*Application: Email resume and cover letter to: employment@choiceinaging.org Fax resume: 925-849-1784 Subject Line: *Title of Open Position* Note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls please. Visit www.choiceinaging.org to learn more about Choice in Aging. Choice in Aging is an Equal Opportunity Employer.*