

Position Description

POSITION TITLE: Program Assistant
DEPARTMENT: Respite
STATUS: Full-Time
BENEFITS: Health, Dental, 401(k), LTD, Life Insurance, Generous Time-Off Package

GENERAL DESCRIPTION:

The Program Assistant is responsible for assisting the participants with social, recreational and daily activities based on their individual interests and abilities. The Program Assistant is responsible for the implementation of scheduled and spontaneous daily activities, as well as assisting participants as needed in areas of personal care. This position reports to the Program Supervisor.

MINIMUM REQUIREMENTS:

High School diploma or equivalent, CNA Certification preferred
Experience in related field
Excellent written, verbal and listening communication skills
Ability to work effectively with staff, volunteers and others
Knowledge of Alzheimer's disease and related disorders preferred
CPR and First Aid certified or ability to obtain certifications within 30 days of hire
Ability to understand the program and the goals of the Alzheimer's Association
Ability to develop and implement activities based on the interest and abilities of the participants
Basic computer knowledge and experience using MS Office applications
Ability to assist in the development and implementation of participants Care Plans

ESSENTIAL JOB FUNCTIONS:

Facilitate activities based on the interest and ability of the participants
Set up and reorganize activity area before and after programming
Assist participants with social, recreational and daily activities
Interact and engage on a one-to-one basis with participants
Provide personal care and assistance as needed to participants including but not limited to toileting, mobility, eating and other related activities of daily living (ADLs)
Maintain inventory of program supplies
Participate in care planning meetings as needed
Effectively provide information to Respite Services Supervisor or Manager relating to participants needs, changes in their condition or areas of concern
Assist with community outreach and public relations through networking and public speaking as it relates to programs and services
Assist in carrying out person-centered Care Plans
Maintain and monitor all required participant records including but not limited to care plans and progress notes
Maintain knowledge of individual participant's dietary requirements, medicine, food allergies, assistance needed with activities of daily living (ADLs), preferences, routines and plan of care
Assist Respite Services Supervisor and Manager as needed

WORKING CONDITIONS:

Office environment subject to interruption; due to nature of program.
Multi-tasking necessary
High volume of interaction with people
Public contact and visibility necessary.
Travel as dictated by the needs of the program.
Ability to travel/work as needed between Day Programs
Work may be stressful due to nature of program.

EQUIPMENT:

Telephone, Fax machine, Calculator, Computer, Photocopier, Audiovisual equipment, Kitchen equipment, Portable defibrillator, Wheelchairs and other mobility assistance devices

PHYSICAL AND MENTAL REQUIREMENTS:

Ability to assist participants with activities of daily living (ADLs) and personal care including but not limited to toileting, eating, etc.
Ability to physically assist participants with mobility, including but not limited to, walking, standing up from a seated position and sitting down
Ability to prioritize and manage multiple priorities
Commitment to a professional code of ethics
Ability to work effectively with participants, staff, volunteers, caregivers and other outside contacts
Ability to prioritize and manage tasks
Ability to communicate effectively in person, in writing and electronically
High level of integrity, diplomacy and initiative
Ability to travel as needed to perform job duties
Ability to operate designated office equipment

Equal Opportunity Employer

Resume:

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