

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Adult Day Services Activity Assistant
Job Code	
FLSA Status	Non-Exempt
Pay Grade	PT 103

Friendship Club Adult Day Service is a program for people 50+ living with dementia or similar memory impairment within the Senior Services department. It is located in a beautiful, secure suite in the senior center designed for adult day service.

GENERAL SUMMARY

Prepares and implements therapeutic activities to promote socialization, enjoyment, and engagement for members. Assists members with lunch and snacks while providing a safe, caring, comfortable environment. Contributes to team communication and activity planning.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Leads therapeutic activities and encourages member participation.
- Serves snacks and supports members during lunch; completes clean up.
- Supports volunteers and paid providers with specialty programs.
- Organizes supplies and maintains documentation on use/needs.
- Provides excellent customer service.
- Communicates with various individuals via phone and answers questions as necessary.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associates degree or equivalent.
- 1 to 3 years' experience in a dementia specific program
- 1 to 3 years' experience in group activities
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Able to attain Chauffeurs License if needed

Able to attain Serve Safe certification

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PREFERRED QUALIFICATIONS

Bachelors' degree in health or human service related field.

Events planning experience.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Industry related safety precautions
- Modern office procedures, methods and computer equipment
- Dementia and related illnesses
- Hygienic food preparation protocols
- English grammar, spelling, punctuation, and proper phone etiquette
- Relevant Bloomfield Township policies and procedures

Skill in:

- Use of MS Office

Ability to:

- Establish and maintain positive and effective working relationships
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work
- Use computer software as necessary
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		
Confined space		X	
Vehicle			X
Warehouse environment	X		
Shop environment	X		

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects. May be on your feet up to 4 hours per day, also bending, twisting, reaching while leading or assisting participants with activities.

Date created:	
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