

## YMCA of Vincennes Job Description

**Position:** Adult Day Service Aide

FLSA Type: Non-Exempt

Reports To: Adult Day Service Nurse

### Function:

Assists the Adult Day Service Coordinator in providing service to the elderly and/or disabled unable to remain alone at home during the day. Service includes recreation, socialization, transportation and meals.

### Qualifications:

- CNA or Therapeutic Aide Certificate
- High school graduate or equivalent
- CPR and Bloodborne Pathogen Exposure Control training
- Must be professional with effective communication skills and a concern for the elderly. Requires the ability to accurately and efficiently collect and record information.

### Principle Job Activities

1. Assists Adult Day Service Coordinator in serving and feeding for breakfast and lunch.
2. Takes daily attendance and maintains a daily nutrition log.
3. Assists clients with daily needs including personal hygiene.
4. Assists clients from wheelchairs or aids clients in walking. Must be able to properly use gait belt and physically lift clients.
5. Assists with serving snacks. Maintains supplies. Cleans containers. Keeps inventory and informs Coordinator of ordering needs.
6. Assists clients with purchasing groceries and scheduled activities.
7. Relates issues and concerns from or about clients to Coordinator.
8. Organizes materials for daily activities. Maintains neat and clean activity area.
9. Compiles and maintains daily logs. Turns in to Coordinator in timely manner.
10. Assists with emergency situations. Assists clients in orderly evacuation.
11. Communicates essential information to appropriate staff.
12. Supports the Y mission, policies, standards and procedures in all situations.
13. Fulfills any functions designated by the Membership Director for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.

### Effect on End Result:

This position ensures that the YMCA Bettye J. McCormick Senior Center provides positive, professional service through the Adult Day Services program to help those in need of daily assistance remain in their homes with oversight.

*I understand and accept that the job description represents my agreement as to the job to be performed.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

