

Activities Aide

Position Summary: The Gateways Adult Day Center (GADC) Activities Aide works in a supportive role at GADC, in conjunction with other GADC staff to effectively implement GADC programming. This will include conducting group activities for all program participants; meals/snacks preparation, serving and clean-up.

Essential Job Functions:

- Assist the Lead Activity Aide in the planning and implementation of activities. Have the ability to independently implement group activities appropriate for all levels of functioning, as assigned.
- Conduct daily group activities such as physical and cognitive exercise, arts & crafts, and games, as assigned.
- Assist participants with mobility and toileting, as needed.
- Assist with the service of meals program including dish washing and cleaning responsibilities.
- Perform effectively in emergency situations in accordance to established protocols and emergency procedures
- Balance working both independently and in an effective team environment
- Assist as needed with other staff in the program room.

Qualifications, Education and Experience:

- High School diploma or GED; preference to associate's degree in related field and/or activity coordination certification course work
- Training and/or experience in human services or health related field is desirable
- Knowledge of social and recreational activities appropriate for adults with various levels of functioning
- Knowledge of or empathy for older and disabled adult
- Ability to learn each participant's cognitive, social, medical, and dietary needs so as to be able to effectively complete job functions
- Ability to effectively communicate with adults with varying levels of functioning in an independent manner
- Ability to affect positive working relationships with other staff, students, and volunteers
- Communicate constructively to management and staff on problems, ideas, or any other insights to assist in defining new best operational practices
- Must be familiar with general use and functions of the computer, such as, usernames and password concepts; internet; e-mail; navigation of computer desktop, including starting programs, using files, and windows, effectively use navigation buttons and tool bars; ability to self-manage online HR services and online training programs.