



**THE DAY CENTER**  
OF EVERGREEN  
*Assisted Care & Support Services*

**JOB DESCRIPTION**  
**Program Assistant**

**Qualifications:**

- Prefer knowledge regarding the aging process and the physical, mental, and social needs of adults with functional disabilities.
- Prefer some exposure to working with older adults.
- Demonstrated competency in working independently and taking on delegated leadership role.
- Friendly, compassionate, and assertive personality.
- Demonstrated competence in organizing and dealing tactfully with people of all ages and personalities.
- Be able to physically lift 50# from the floor to waist and from the waist to above the head.
- Be able to physically perform a one person pivot transfer or a two person sit to stand transfer.

**Responsibilities:**

- Maintain confidentiality.
- Assist the team to plan and implement activities designed to help the participants achieve individualized plan of care.
- Assist participants with ADLs and personal care.
- Communicate on a one-to-one basis with participants and practice behavior acceptance.
- Facilitate group discussions and group activities.
- Work with and relate to other team members and volunteers.
- Communicate with families/caregivers regarding participant's progress, problems, and need for follow-up at home.
- Participate in daily record keeping, documentation, and reportable observations.
- Participate with other staff on the maintenance of a safe and healthful environment in the center.
- Be aware of emergency practices and procedures.
- Participate in minimum of 6 monthly scheduled team meetings.
- Report daily concerns to milieu manager.
- Participate in care conferences on each participant when assigned.

**Responsible to:** Day Center Program Manager

I have read the above job description, understand the conditions set forth therein, and will perform these duties to the best of my ability.

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Signature of Employee

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Date

Signature of Supervisor

Date