

JOB OPPORTUNITY #1008-1
Post from Friday, December 20, 2019 until filled

Position: **Adult Day Service Aide**
Department: Department on Aging
Pay Grade: 3
Compensation: \$10.81/hour Part-Time

Definition: Under supervision of Adult Day Service Coordinator, assists in providing direct services to clients with Alzheimer’s Disease, or other forms of dementia, and their care givers; Supervises client ADLs; Completes documentation of client behavior, activities and interactions; Performs related duties as required.

Typical Examples of Duties & Percentage of Time:

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|--------|---|
| 70-80% | Provides direct services to clients with Alzheimer’s Disease or other forms of dementia in a safe environment with continuous supervision; Supervises client ADLs; Plans and implements activities for senior citizens with Alzheimer’s Disease/Dementia to meet their physical, cognitive, community, health & wellness, creative, educational, travel and social needs. |
| 20-30% | Serves lunch and snacks; Completes documentation of client behavior, activities and interactions, including personal observations; Assists with client evaluations. |
| 5-10% | Attends workshops, in-service training and staff meetings; Assists with the maintenance of supplies and facilities. |

Knowledge, Skills and Abilities:

Knowledge of (1) physical and psychological aspects of aging including Alzheimer’s Disease and Dementia (2) personnel and management principles and practices; (3) office practice and procedures; (4) *departmental rules and regulations; (5) rules and regulations related to client rights; (6) fiscal management techniques (7) public relations Skill in (8) computer operations including Microsoft Office and internet (9) and other related office equipment.

Ability to (10) deal effectively with the general public, clients, staff and volunteers; (11) communicate verbally and in writing with others; (12) organize and coordinate programs and activities; (13) create news releases, promotional materials and posters; (14) maintain a variety of records

* *Developed after employment*

Suggested Training and Experience Requirements:

High School Diploma or G.E.D.; experience working in human services/recreation preferred; Ability follow verbal and written instructions; Ability to work with minimal supervision and use independent judgment.

Additional requirements:

Must pass (test negative) pre-employment drug test.

May work flexible schedule.

Must pass criminal background checks and public database checks and remain qualified.

Must possess valid Ohio driver's license, or equivalent, and acceptable driving record.

Must be certified in First Aid and CPR, issued by an authorized agency.

Must be able to push, pull and lift up to 25 pounds on a regular basis.

May drive personal vehicle for county business.

Is subject to inside and outside environmental conditions.

Requires moderate physical activity on a daily basis

Requires vision (which may be corrected) to read small print.

Submit an ***Application for Employment*** & resume to the Geauga County Commissioners' Office, HR Administrator #1008-1, 470 Center Street, Building #4, Chardon OH. Details and application form at www.co.geauga.oh.us.

3/23/15