



## Job Description Form

Position Number: \_\_\_\_\_ Job Title: Adult Day Specialist

Division: Community Health Programs Department: Empower for Elders

Reports To: Director of Community Health Programs Prepared By: Karen Smith

FLSA Classification:  Non-Exempt  Exempt

### Purpose of the Job

Provides direct daily training with participants in activities of daily living and assists Empower for Elders Activities Coordinator in providing effective services to Empower for Elders participants.

### Essential Functions and Responsibilities

- ✚ Ensures participants are involved with activities according to their individual interests and needs as stated on their Empower for Elders care plan.
- ✚ Provides direct daily training with participants in activities of daily living.
- ✚ Participates in planning, organizing and implementing of daily activities with participants.
- ✚ Maintains documentation of participants' experiences including daily activities and monthly note requirements.
- ✚ Maintains communication with caretaker/households of participants regarding progress, problems and all pertinent information that needs to be disseminated.
- ✚ Assists appropriate participants with feeding and toileting activities.
- ✚ Attends staff meetings and staff in-services, trainings as requested.
- ✚ Maintains knowledge of and follows agency and NYSOFA Regulations as applicable.
- ✚ Ensures that participants and their correspondents are treated with the utmost dignity and respect and allows individuals to fully exercise their human rights.
- ✚ Other appropriate duties as assigned by the Director of Community Health Programs.

### Knowledge and Skills

High School diploma or GED is required. One year of experience working with the elderly is preferred.

**Functional Abilities** (With or without reasonable accommodation)

- ✚ Visual and auditory acuity sufficient to assess participant's progress and assist as needed.
- ✚ Mobility sufficient to actively participate in program activities in the facility and the community.
- ✚ Physical ability to lift/transfer participant's up to 50 pounds.
- ✚ Ability to work normal full-time hours with usual and customary breaks.

Draft Rev 03-17