**Location:** MERIT Centre North & South

**Position**: Program Assistant

**Pay period hours:** Fill-In

**Shift:** Day

**Details on hours**: 7:30-4:00 will vary

**Weekends/Holidays:** No

**Driving Required:**  Yes

# JOB SUMMARY: Create an uplifting and safe environment for participants that provides innovative programming and results in enjoyable participation. Assist participants in maintaining or achieving the highest level of independence by providing opportunities, cares and services in accordance with the written service plan. Assist the supervisor in the day to day operations of the program.

Job related tasks include but are not limited to:

**PARTICIPANT RELATED**

* Engage program participants through interaction and participation in activities.
* Execute the service plan as prescribed and submit individual participant progress notes
* Work cooperatively with team to assure delivery of quality participant care.
* Provide cares and services in all multidisciplinary areas including but not limited to:
	+ Health/Wellness (Assure medications are taken as ordered, assess participant accuchecks, weights and vitals)
* Personal Services (Provide activities of daily living including but not limited to assisting with eating, grooming, toileting, transferring, ambulating, and spa baths)
* Recreational Services (Develop programming schedule and facilitate activities both on and off site)
* Nutritional Services (Facilitate preparation, serving & clean-up of meals and snacks)
* Environmental Services (Assure cleanliness and safety of the facility and grounds, including light snow shoveling, applying salt to sidewalks, and picking up grounds. Remove trash daily and perform general housekeeping duties such as sweeping, mopping, vacuuming, cleaning kitchen (counters, refrigerator, oven), washing dishes, dusting, window washing, restroom cleaning, etc.
* Launder facility linens and participant personal laundry as needed.
* Promote and assure participant rights and autonomy.

**STAFF AND FACILITY RELATED**

* Communicate effectively with co-workers, supervisor and administrative staff to establish and maintain a cooperative work environment.
* Work independently and as a member of the interdisciplinary team including the participant, family, providers, funder, other interested parties and involved BSJ personnel.
* Reports incidents involving participants, staff or visitors to director/designee; complete incident reports as directed or required.
* Answer telephone, log messages, and promote adult day care services to callers and visitors; provide tours.
* Keep work areas clean, orderly and hazard free, using every precaution to protect participants, staff and visitors. Report malfunctioning equipment to the director.
* Support and abide by all safety practices set forth by BSJ Corporation including but not limited to using proper body mechanics, minimizing trips and falls, good and safe housekeeping and reporting hazardous working conditions to the director.
* Understand and use appropriate universal precautions while performing job tasks including but not limited to using personal protective equipment, proper hand washing procedures and proper infection control and body substance isolation procedures.
* Participate in the on-going inventory process for assuring availability of programming and operational supplies.
* Attend departmental /committee/staff meetings, mandatory in-services and educational programs as required
* **REQUIREMENTS**
* Must be18 years of age
* Must possess a valid driver’s license and be insurable
* Ability to plan, organize, and facilitate participant programming
* Possess good verbal and written communication skills
* Ability to function as a team member in the provision of participant services
* Utilize good judgment, be self directed and establish priorities
* Display strong interpersonal skills
* Demonstrate leadership qualities
* Ability to exhibit professionalism to tenants, families, staff and other stakeholders
* Display a positive attitude toward tenants, families, staff and the organization
* Display patience, tact, sense of humor and enthusiasm and a willingness to work with difficult participants
* Ability to make independent decision when circumstances warrant such action
* Ability to adapt to varying situations and people
* Adaptable and organized to meet the demands of the job. Able to concentrate and work under pressure.

**COMPENSATION**

Competitive starting wage based on experience, with step increases to the midpoint.

**Benefits:**

Available at 60+ hours/pay period: Tuition Reimbursement, Paid Time Off Program, Paid Volunteer Time, Health Insurance, HRA, FSA, Dental Insurance, Vision Insurance, Life Insurance, Long and Short Term Disability, Critical Care and Accident Insurance, Employee Assistance Program, and 403(b) Retirement Plan.

Available at 40+ hours/pay period: Tuition Reimbursement, Paid Time Off Program, Vision Insurance, Life Insurance, Critical Care and Accident Insurance, Employee Assistance Program, and 403(b) Retirement Plan.

Available to all: Paid Time Off Program, Employee