



**COMMUNITY BRIDGES**  
**PUENTES DE LA COMUNIDAD**

**Posted: September 12, 2016**  
**Open Until Filled**

**POSITION: PROGRAM ASSISTANT II (ON-CALL)**  
**(BILINGUAL ENGLISH/SPANISH PREFERRED)**

**PROGRAM: ELDERDAY**  
**A PROGRAM OF COMMUNITY BRIDGES**

**POSITION DESCRIPTION:**

Under the general supervision of the Activities Coordinator and/or RN Supervisor, provides assistance in the daily activity program provided at Elderday for the frail elderly and younger functionally impaired adults; other duties as assigned.

**DUTIES AND RESPONSIBILITIES:**

1. Assists in providing a comprehensive program of activities designed to promote optimum health, independence and self-care, among all participants.
2. Assists in daily activities by setting up and operating equipment; leading groups and conducting exercise and other activities and completing documentation as required.
3. Assists activity staff to develop new or to modify current activities; assist in planning of parties and special celebrations; obtains materials and supplies as directed.
4. Addresses participants by name interacting with them on an individual basis with respect and utilizing appropriate communication techniques.
5. Assists participants with toileting and other personal care, including bathing, ambulation and transferring, and documenting these activities.
6. Assists with serving meals, monitoring and documenting functions and intake levels.
7. Reports each participant's progress and changes to the PT/OT and or RN.
8. Participates in the maintenance of a safe, orderly and clean day care center.
9. Works with volunteers assigned to assist with specific activities.
10. Develops, insofar as possible, an individual rapport with each program participant; notes visible changes in physical or emotional health of the participants and communicates this information to the appropriate staff person.
11. Assists participants with activities of daily living such as eating, walking, and attending to personal needs.
12. Charts daily activities for participants.
13. Provides quality customer service to participants and staff with an attitude of leadership, helpfulness, dignity and respect.

14. Upholds and follows established policies on confidentiality, program integrity, computer security, and conflict of interest.
15. Develops and maintains effective working relationships with other agency staff members and others in regular contact with the program.
16. Communicates effectively and respectfully with those people with physical and mental disabilities and with people from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
17. Assists and supports program staff in general program work as needed and requested.
18. Performs all other duties as assigned.

*Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.*

### **JOB STANDARDS:**

#### ***Knowledge of:***

- techniques involved in dealing with the physical, mental, and emotional health of the frail elderly and Alzheimer's participants;
- activities that will promote health, independence, and self-care of each participant.

#### ***Ability to:***

- identify basic human care needs within the Adult Day Health Center setting, assist participants with personal hygiene needs, communicate with participants, their families and other staff members;
- establish a helping relationship with Elderday participants;
- follow oral and written directions;
- personally lead activities, singing, exercise and crafts;
- develop and maintain effective working relationships with other Agency staff members and volunteers;
- standing, walk, sit, and reach; and
- stand for long periods of time and sufficient strength to lift.

### **MINIMUM REQUIREMENTS:**

- Must have a High School diploma
- Demonstrated experience in dealing with and relating to frail elderly and/or mentally and physically handicapped persons
- Must hold a current CPR certification and First Aid
- Some routine lifting and reaching requirements; must be able to lift up to 50 lbs.
- Must pass criminal background check and maintain a clean record.

- Must receive an annual influenza vaccination or be willing to wear a protective face mask during government regulated influenza season.
- Must test for TB and clear before first date of employment.
- Fluent bilingual Spanish/ English strongly preferred.

**UNION:**

The Program Assistant II position is represented by the SEIU bargaining unit.

**RATE OF PAY AND HOURS:**

- This is a non-exempt, on-call position—hours vary.
- The starting rate of pay is \$13.39/hr (plus a \$.20 on-call differential and a \$.40 per hour bilingual differential after passing a test administered by the Human Resources Department).
- On-site attendance during scheduled work hours is required of this position.

**BENEFITS:**

- Eligible for paid sick leave.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.

**TO APPLY:**

- Please submit your Community Bridges application by email ([hr@cbridges.org](mailto:hr@cbridges.org)), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The application may be downloaded at: <http://communitybridges.org/employment>
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

**COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.**

**Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**