



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: May 4, 2023
Open: Until Filled

\$1,000 HIRING BONUS

(After completion of 6-month probationary period)

POSITION: PROGRAM ASSISTANT II
(BILINGUAL ENGLISH/SPANISH REQUIRED)

PROGRAM: ELDERDAY
A PROGRAM OF COMMUNITY BRIDGES

Community Bridges envisions a thriving community where every person has the opportunity to unleash their full potential. Our family of ten programs delivers essential services, provides equitable access to resources, and advocates for health and dignity across every stage of life.

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:

Basic Needs Assistance and Assessment:

- Addresses participants by name interacting with them on an individual basis with respect and utilizing appropriate communication techniques.
- Assists participants with toileting and other personal care, including bathing, ambulation and transferring, and documenting these activities.
- Assists with serving meals, monitoring and documenting functions and intake levels.
- Reports each participant's progress and changes to the PT/OT and or RN.
- 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.
- Assists participants with activities of daily living such as eating, walking, and attending to personal needs.
- Charts daily activities for participants.
- Participates in the maintenance of a safe, orderly and clean day care center.

Enrichment Activities:

- Assists in providing a comprehensive program of activities designed to promote optimum health, independence and self-care, among all participants.
- Assists in daily activities by setting up and operating equipment; leading groups and conducting exercise and other activities and completing documentation as required.
- Works with volunteers assigned to assist with specific activities.
- 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.

Professional Conduct:

- Provides quality customer service to participants and staff with an attitude of leadership, helpfulness, dignity and respect.
- Upholds and follows established policies on confidentiality, program integrity, computer security, and conflict of interest.
- Develops and maintains effective working relationships with other agency staff members and others in regular contact with the program.
- 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.
- Assists and supports program staff in general program work as needed and requested.
- 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 frail older adults and people with physical disabilities and dementia
- 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 test for TB and clear before first date of employment.
- Fluent bilingual Spanish/ English required.
- Must receive an annual influenza vaccination or be willing to wear a protective facemask during government regulated influenza season.
- Must be fully vaccinated against COVID-19, including any eligible boosters.

We screen all applicants, require background checks on final candidates consistent with funding regulation requirements and are a Drug-Free Work Place.

UNION:

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

RATE OF PAY AND HOURS:

- This is a regular, non-exempt, 30 hr/week position.
- The position will be offered at \$18.06/hour, (plus a .40 per hour bilingual differential after passing a test administered by the HR department).
- On-site attendance during scheduled work hours is required of this position.

BENEFITS:

- For employee: shared cost medical, dental, vision, life insurance and Employee Assistance Program. This benefit package is valued at \$9,766.92/year.
- First year: 16 vacation days and 11 holidays, with accrual based on 30 hr/wk.
- Sick leave: Eight hours/month, with accrual based on 30 hr/wk.
- May be eligible to earn up to 4 Wellness Floaters per year after satisfying all eligibility requirements.
- 401(k) Retirement Plan: Agency matches employee contribution up to 5% of annual salary, effective during open enrollment period.
- Flexible Spending Account (FSA).
- Dependent Care Reimbursement Program.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (recruitments@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/careers>
- 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.