

**HEALTH CARE ASSOCIATE**

DEPARTMENT: Williams Adult Day Center

SUPERVISOR: Health Care Coordinator

Approved by: Chief Operating OfficerDate: May, 2012

FLSA: Non-exempt

**POSITION SUMMARY**

Provides personal care to participants at the Williams Adult Day Center.

**QUALIFICATIONS****Education, Experience, Training:**

High school graduate or equivalent with Certified Nursing Assistant or Personal Care Assistant certification, or a minimum of one year of related experience in geriatrics or caring for people with dementia. Current CPR and first aid training required. Experience working with older adults preferred.

**Knowledge, Skills, Ability:**

- Good judgment and interpersonal skills in working with the elderly
- Good communication and recordkeeping skills
- Ability to assist participants in transfers and ambulation

**Physical Requirements:**

Lifting of 25 pounds or more, ability to stand and walk most of the workday, talking, listening. Annual medical verification of freedom from communicable diseases. Not substantially exposed to adverse environmental conditions.

**ESSENTIAL FUNCTIONS**

90% Performs personal care as outlined in participants' plans of care and as instructed by the VP and Health Care Coordinator; establishes and maintains rapport with participants; follows guidelines and regulations of program; demonstrates good judgment and decision making in daily dealings with participants; reports any unusual occurrences to VP or Health Care Coordinator; assists participants during activities and programs; maintains accurate and timely recordkeeping.

10% Participates in scheduled in-services and staff meetings; attends training as scheduled; performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Responsible for own work only.

**AUTHORITY/ACCOUNTABILITY**

Responsible for implementing plan of care as well as performing tasks according to Senior Services' policies and procedures. Coordinates with day care staff and family members for enhanced care of participants.

**PROBLEM SOLVING**

Resolves issues regarding participant needs, maintaining HIPAA compliance, family communication, scheduling and reporting.

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Employee Signature

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Date