

**OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title: ADULT DAY CENTER DIRECT CARE AIDE**

**General Description of Duties:**

Responsible for performing a variety of tasks related to care and supervision of consumers. Non-exempt position.

**Qualifications Required:**

Knowledge, Skills, Abilities: Behavior management; Communication; Documentation; Read and write legibly; Work with limited supervision.

Certification/License: Driver License; Annual TB Skin Test; CPR/First Aid

Education: High School Graduate or equivalent.

**Qualifications Preferred:**

Certification/License: Certified Nurse Assistant (CNA)

Experience: One year in related field.

Benefits: See Personnel Policy 301

Salary/Pay Scale: See Personnel Policy 212

**Major Responsibilities and Duties:**

Be knowledgeable of consumers' service delivery.

Supervise and instruct consumers in activities and objectives.

Van Driver training

Help consumers with activities of daily living, including toileting, eating and hygiene needs.

Help consumers in the management of behaviors in a professional manner and demonstrate skills and techniques to intervene effectively if needed.

Perform cleaning activities in assigned area, including laundry, as needed

Assist in the preparation of materials for consumer activities

Document and perform record keeping as required

Aid with food services as needed

Complete assigned tasks in a timely manner.

Participate in training, in-services, conferences and seminars as requested

Follow directions of supervisor,

Performing other duties as assigned.

**Physical Requirements:**

Communication - English speaking

Sitting for 1-2 hours consecutively

Standing 3-4 hours consecutively

Hearing for conversation

Stooping, kneeling, bending, twisting, crouching

Lifting up to 50 lbs.

Use of hand, wrist, fingers

Pushing/pulling up to 50 lbs.

Vision for driving and reading

Reaching overhead and in front of body

Walking for short distances

**Responsible to:** Program Manager

**Supervision of:** N/A

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed.*

*I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.*

\_\_\_\_\_  
*Staff Signature*

\_\_\_\_\_  
*Supervisor*  
  
\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*