



SteppingStone Adult Day Health is San Francisco's largest provider of adult day health care. The organization has worked tirelessly since 1983 to help seniors and disabled adults overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services that are all available under one roof.

SteppingStone seeks a Program Aide to join our amazing team of health care professionals to help meet the needs of our day program participants. This position is a wonderful opportunity for the right candidate to utilize and grow their social work and management skills to serve our participants and oversee our vital intake process.

JOB DESCRIPTION - PROGRAM AIDE

Job Summary:

Under supervision of the Program Director, the Program Aide will screen Participants for COVID19, provide personal care, participant escort, assist in the gym, lead activities, assist instructors with classes, clean, assist with meal service, assist with special events and other duties as needed.

Duties and Responsibilities:

1. Screen Participants for COVID19 immediately notify RN if Participant is symptomatic
2. Ensure the Day Room is disinfected every two hours, sets up the room for the daily program and maintains neatness and order in program rooms
3. Ensures the restrooms are disinfected after each use by a Participant
4. Ensures participants art supplies are disinfected after use and stored in ziplock bag
5. If bilingual, provide interpretation
6. Assists participants to and from their buses, cars or apartments if close by, oversees and assists with safety protocols in loading zone
7. Assists participants with personal care, foot care, personal hygiene and grooming this includes assisting them with disinfecting their hands
8. Helps/lead teachers and staff with daily activities, assists Activity Coordinator with special events/parties, and keeps the Activity Coordinator informed of needed supplies
9. Attends all mandatory staff trainings and in-services
10. Socializes with participants and helps them initiate/participate
11. Monitors behavior of participants (disposition, wandering) and immediately notify Social Worker
12. Monitors overall activities to ensure participants remain inside designated areas
13. May open and close premises
14. Report any suspected abuse of participants
15. Other duties as assigned

Qualifications:

A Program Aide should have a high school diploma and a demonstrable aptitude in working with people with physical and mental disabilities. He/She must obtain a CPR card keeping it current and attend

training/in-service sessions. The Program Aide must be responsible, flexible with their work schedule and work well with others. Experience in working with frail & elderly, handicapped, or people with dementia are preferred.

Must be able to do the following:

- Adhere to CDC, CalOSHA, and SFDPH COVID19 guidelines
- Complete job application
- Conduct job interview
- Effectively communicate
- Safely perform all physical movements needed for job
- Safely transfer clients during personal care needs, cleaning restrooms, and escorting clients home
- Report any participant safety issue to the RN, SW, or PD

Working Environment:

Must be able to safely perform all physical and manual movements needed for job functions, which includes transfer of clients, assisting with personal care, special events, cleaning in rest rooms, escorting client’s home, helping with loading and unloading of client vans, and other needed tasks. Must be able to carry out job instructions promptly and willingly, and to follow established procedures accurately. And, must be flexible, positive and cooperative in solving problems and working with other staff in constantly changing and sometimes stressful circumstances.

Physical Demands:

- Ability to lift twenty-five (25) pounds. Moving, lifting or transferring of patients may involve lifting of up to 100 pounds.
- Ability to stand for extended periods
- Fine motor skills
- Visual acuity

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

I have read the above and understand my duties and responsibilities as a Program Aide.

Signature

Date

Print Name