

ALBRIGHT LIFE CENTER

Living Independently for Elders

POSITION
6-19(17)

OCTOBER 20, 2017

TITLE: Lead Program Assistant/Back-up Driver

DEPARTMENT: Albright LIFE

SUPERVISOR: Program Director

SHIFT: 8:00am – 4:30pm
Full time 40 hours/week

LOCATION: LIFE Lancaster

BRIEF DESCRIPTION: Assists the Center Services Manager to plan and supervise the services of the Program Assistants in the Adult Day Health Center and assumes responsibility for certain Center management responsibilities. Provides assistance with nursing care, restorative therapies, personal care, activities, and meals across care settings

PRIMARY RESPONSIBILITIES:

- Perform primary Program Assistant responsibilities including: A) providing physical assistance and attendant care to participants across care settings (center, home, transportation); B) providing assistance with nursing care, restorative therapies, personal care, activities, and meals across care settings; C) demonstrating the knowledge/skills necessary to provide services to frail, elderly participants according to assigned responsibilities/Albright LIFE standards.
- Develop daily and weekly schedules for primary program assistant tasks assuring adequate staffing coverage over breaks and lunch times. Maintain and monitor all equipment and temperature checklists and notify Center Manager of any concerns. Complete an end of day safety and sanitation walk through to assure that all building conditions are within acceptable standards.
- Attend Interdisciplinary Team Meetings and prospective employee interviews, when requested by Center Manager.
- Under the direction of the Center Manager, supervise and direct program assistants to assure that tasks are completed in compliance with Center policies and procedures.
- Order center/home meals and schedule beautician visits; check all meal and beautician invoices to verify accuracy.
- Complete or oversee the completion of all documentation related to the performance of program assistants' tasks.
- Work with the Center manager to develop agendas for periodic staff meetings.
- Manage stock of all necessary food and supplies and maintain adequate supply of each item at all times.
- Advises the Center Manager of any potential or actual problem, which may jeopardize Albright Care Services.
- Maintains a courteous, professional relationship with all other organization staff.

QUALIFICATIONS:

- Must have one year of experience working with a frail or elderly population and successfully pass the Commonwealth of Pennsylvania's Nurse Aide Competency Examination and be registered with the Department of Health, or be deemed eligible to sit for the Competency Exam.
- Must have High School Diploma or its equivalent.
- Must have a valid PA driver's license.
- Must be able to communicate effectively with staff, participants, and visitors.
- Must be a caring person who has a genuine interest in working and caring for the geriatric person.

PHYSICAL DEMANDS:

- Assists with the lifting of patients using appropriate biomechanical techniques frequently throughout the course of a work day/shift. Pushes, pulls wheeled equipment throughout the facility.
- Walks and Stands 80%, Sits 25%