

ALBRIGHT LIFE CENTER

Living Independently for Elders

POSITION
8-8(17)

OCTOBER 6, 2017

TITLE: Program Assistant/Back-up Driver

DEPARTMENT: Albright LIFE

SUPERVISOR: Lead Program Assistant

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

LOCATION: LIFE Lebanon

BRIEF DESCRIPTION: Provides physical assistance and attendant care to participants across care settings (center, home, transportation). Provides assistance with nursing care, restorative therapies, personal care, activities, and meals across care settings. Acts as a back-up driver; delivers competent and safe transportation services to all LIFE participants.

PRIMARY RESPONSIBILITIES:

- Cares for the personal, physical, and emotional needs of the participant following approved Albright LIFE policies and procedures and oral and written instructions from the nursing staff.
- Provides the following ACROSS ALL SETTINGS - basic personal care, mobility and therapy assistance: assistance/supervision with bathing, feeding, grooming, toileting, transporting, dressing participants, assistance with wheelchair and van transfers; assistance with in the home transfers (bed, toilet, chair, wheelchair) and transfers within the center, including walking and exercise; complete range of motion and other restorative programs after instruction from the appropriate staff.
- Assists in serving/cleaning up meals and distributes in-between meal snacks/nourishments at the Adult Day Center.
- Assists in or takes accurate temperatures, pulses, respirations, blood pressures, and weights at designated times and records them in the Electronic Health Record.
- Assists in transporting participants to medical appointments and activities.
- Sets up/operates recreational, health, care and other equipment; leads games, singing, discussion, and other activities.
- Participates in the activities of the interdisciplinary team as needed and carries out plan of care as directed including appropriate documentation and record keeping. Participates in care conference as required.
- Performs homemaking, meal preparation, light cleaning, shopping, and other chore services for participants.
- Acts as a back-up driver as necessary; delivers competent and safe transportation services to all participants; maintains a valid driver's license and "clean" driving record as noted in the Driver's Policy; demonstrates the skills and knowledge required to inspect, maintain, and safely operate a wheelchair transport vehicle; and, demonstrates willingness to work past assigned working hours when participant safety is a concern.

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 be 18 years of age and have a current and valid PA driver's license with a "clean" driving record.
- Must be a caring person who has a genuine interest in working and caring for the geriatric person.

PHYSICAL DEMANDS:

- Lifts and supports up to 25 lbs. on a regular basis.
- Bends, stoops, kneels, pushes, and pulls when attending to the needs of the participant.
- Driving/Travel required daily in service area when acting as backup driver.