



Activity Aide

Mission

St. Elizabeth Adult Day Care Center's mission is to provide a safe, comfortable, wholesome, and stimulating environment for the aged and persons with special needs. We will accomplish this by operating as a Christian institution by recognizing that each person, staff, and participant is to be respected, loved, and cared for as a child of God. We will serve participants in conjunction with their families by respecting the dignity of each person, fostering a Christian concern for one another, and developing or maintaining the capabilities of each person.

Position Summary

Reporting to the Site Director, the Activity Aide is a key member of the St. Elizabeth Adult Day Care team. The primary role is to protect, sustain, and nurture patients by providing assistance with activities daily and meeting other needs as required.

Essential Duties and Responsibilities:

- The Activity Aide position is responsible for coordinating the activity program for the assigned center, as well as coordinating all company events and coordinated efforts of center-wide events for St. Elizabeth Adult Day Center.
- The Activity Aide will work closely with the Site Director to ensure that the philosophy and mission of SEADCC is implemented in all activity programs.
- Assists the Site Director in the daily activity programs as scheduled for the day.
- Promote the Mission of St. Elizabeth Adult Day Care Center.
- Assists in the daily activities in the Activity Room:
 - Keeps the participants involved and interested.
 - Assist the Site Manager in presenting meaningful activities that makes the best use of participants' skill levels.
 - Assists Site Manager in maintaining a constant flow and smooth transition between activities.
 - Assists in implementing activities to enhance physical and mental cognitive and social skills.
 - Assist in decorating the Center for all seasons and/or special holidays.
- Motivates participants to engage in activities.
- Responsible for assisting participants with exercises and activities to improve daily in individual and group restorative programs.
- Show patience and understanding; is attentive to the individuals' needs.
- Respectful the participants always.
- Assists in the physical needs of the participants:
 - Assists participants with the bathroom.
 - Assists participants moving to and from the Dining Room.



- Assists participants with feeding.
- Assists and directs the participants in crafts and games.
- As directed, assist in maintaining the cleanliness of the center:
 - Clean bathrooms, scrub sinks, soap dishes, toilets, wet mop floors, clean showers, and wipe down stalls as needed, disinfected activity rooms daily.
 - Sweep and mop corridors, activity rooms, rest areas.
 - Keep housekeeping supplies in order.
- Keep the Site Manager well informed of all activity and situations.
- Other duties as assigned that adhere to our Mission.

Qualifications:

- High School degree or GED
- At least three years of experience and training as an activity aide in a long-term care or adult day care setting.
- Interest and respect for the elderly with the ability to recognize and have concern for the participants' needs, and the willingness to perform suitable services which are appropriate.
- Strong organizational skills with ability to multi-task.
- Attention to detail; ability to work independently and adapt to changing priorities.
- Excellent customer service and interpersonal skills.
- Exceptional attention to detail, ability to problem solve, and exercise good time management skills.
- Excellent written, verbal, and interpersonal skills.
- Meet the conditions of employment mandated by the State of Missouri and St. Elizabeth Adult Day Care.
- Willingness to work in active support of our Mission.

Work Environment:

This position may need to stand, reach, stoop, and kneel.

To perform this job successfully, an individual must be able to perform all essential duties and responsibilities satisfactorily, as well as possess the skills to meet the demands outlined in this job.

Employee acknowledges and understands that St. Elizabeth Adult Day Care Center reserves the right to modify the contents of this job description or to assign alternate and additional duties and responsibilities. Nothing in this job description is intended to alter the at-will nature of employees' employment at St. Elizabeth Adult Day Care.