

Just Friends Adult Day Services

Care Specialist

Job Description

Job Title: Care Specialist

Reports To: Program Manager

FLSA Status: Non-Exempt

SUMMARY: Under the supervision of and in collaboration with the Managing Director and Program Manager, the Care Specialist offers activities, hobbies, socialization, and exercise opportunities to people who attend Just Friends. Care Specialists also prepare and offer food, interact with volunteers, and support participants Activities of Daily Living (ADL's) if requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited, to the following:

1. Provide quality care and support to those who attend Just Friends, adhering to each person's values, plan of care, and individual rights
2. Prepare and participate in activities alongside people who attend Just Friends.
3. Plan and lead activities such as art, crafts, daily games, and exercises.
4. Support participants in meeting needs that maintain and enhance quality of life
5. Observe and report pertinent information to supervisory staff and Nursing personnel
6. Prepare and serve food, including breakfast, lunch, and afternoon snack
7. Offer opportunities for support and independence to individuals with activities of daily living. A small amount of people request assistance in the restroom, eating, changing clothes, and moving around.
8. Organize activity supplies
9. Drive as needed for trips to the store, restaurant, or other places in Bartholomew County

QUALIFICATIONS

To perform this job successfully, an individual must perform each essential duty satisfactorily. Reasonable accommodations are made for individuals with disabilities.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required; or one to three months related experience and/or training; or equivalent combination of education and experience. Certification as a Certified Adult Day Services Program Assistant required within 1 year of hire.

LANGUAGE SKILLS

Ability to read, write and speak English. Ability to speak with people of all ages and cognitive abilities.

COMPUTER SKILLS

Ability to use electronic devices and copy machines. Ability to communicate effectively via email.

CERTIFICATES, LICENSES, REGISTRATIONS

At a minimum, this individual is certified as an Adult Day Activity Assistant, CPR, and First Aid.

PHYSICAL DEMANDS

While performing the duty of this job, the employee is frequently required to communicate with others. The employee must occasionally lift and/or move 25-50 pounds with assistance (if needed to assist participants). Specific vision abilities required by this job include close vision and ability to adjust focus.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate. This person may occasionally be exposed to communicable diseases and must be competent in effective hygiene to protect themselves and others from blood pathogens.

Just Friends is an equal opportunity employer.

Employee Signature

Date