



NORTHWEST ADULT DAY HEALTH  
& WELLNESS CENTER

## JOB DESCRIPTION

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<b>TITLE:</b>	<b>NAC Adult Day Health</b>
<b>REPORTS TO:</b>	<b>Manager / Activity Coordinator</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt, Hourly</b>

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### **JOB SUMMARY**

Assists and supports an interdisciplinary team to deliver a program of therapeutic and social activities for vulnerable adults with frailty or disabilities. Independently carries out routine aspects of the daily program, including assisting clients in performing activities of daily living (ADLs), mobility, eating and toileting after instruction in the activity and familiarization with individual client needs.

### **ESSENTIAL JOB FUNCTIONS**

1. Provides a pleasant, positive and calm environment for clients.
2. Communicates and works smoothly with clients, families, supervisors, and co-workers.
3. Maintains confidentiality in all things relating to clients.
4. Assists all clients who need supervision or assistance within the federal scope of practice for a nursing assistant.
5. Assists clients with personal care needs including toileting, ambulation, arrival, departure and transitions. Assist client with shower as needed. Documents care in computerized charting system.
6. Prevents the spread of infection; including frequent hand-washing and gloving.
7. May assist clients in planned activity programs as requested by the Activity Coordinator.
8. May carry out occupational therapy plan and/or speech therapy plan as requested by the Certified Occupational Therapist and/or Certified Speech Therapist.
9. May assist RN with client vitals; blood pressure, pulse, temperature.
10. May assist with serving clients daily nutrition program, including therapeutic diets as ordered.
11. Contribute observations and input to assist client care documentation, planning and evaluation.
12. Help to maintain the appearance and efficiency of the facility.
13. Assist with the morning and afternoon lay over program in Bellingham.
14. Performs other duties as assigned.

### **QUALIFICATIONS**

**Knowledge, skills, and ability to:**

Date Created: 2/9/2011  
Date Modified: 1/12/2016

- Must work well with staff and volunteers in an interdisciplinary setting.
- Flexibility and willingness to perform a broad range of services necessary.
- Ability to communicate clearly and respectfully with older adults, adults with disabilities, families, and other providers
- Safe transfer and ambulation techniques

**General Physical/Mental Requirements:**

- Must be able to walk, turn, bend and stoop frequently while assisting clients.
- Must be able to see clients and their needs and to read instructions / care plans.
- Must be able to hear client requests and auditory warning signs / devices.
- Must be able to clearly communicate with clients and other staff.

**Education and Experience:**

- One or more years experience (full-time equivalent) in working with adults in a health care or social setting
- High School Graduate or equivalent required.
- College classes or continuing education in a health profession, social services, gerontology, or recreation desired.

**License/Certification:**

- Current BLS is required upon hire.
- State Food Handler's permit required.
- NAC required.

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*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*