



Northern Will County Special Recreation Association

JOB TITLE: Adult Day Staff

FSLA STATUS: Part-time hourly position

SUPERVISION: Responsible to the Adult Services Coordinator & Adult Day Lead Staff

JOB SUMMARY: Adult Day Staff are responsible for assisting the Adult Day Lead Staff with planning, organizing, implementing, participating in, and adapting activities for individuals with special needs ages 18 and over who are enrolled in the Adult Day Program.

QUALIFICATIONS:

- Must be at least 21 years of age
- High school diploma or college degree preferred
- Availability to work year-round with predetermined holiday breaks
- Minimum of two years of experience working with adults with special needs preferred
- Must be able to perform the duties and responsibilities independently
- Valid state of Illinois Driver's License in good standing
- Must have reliable transportation for assigned program sites
- Experience driving a 15-passenger vehicle preferred or complete vehicle training within 3 months of hire date
- Certification in First Aid/CPR or the ability to obtain within 6 months of hire date
- Certification in NCI or the ability to obtain within 6 months of hire date

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to be dependable, flexible, and punctual
- Ability to display a positive attitude and remain calm in stressful situations
- Ability to communicate and interact with other people in a professional manner
- Ability to adapt activities and appropriately interact with adults with disabilities
- Ability to problem solve independently or collaboratively in a timely manner
- Ability to read, write legibly, and organize materials
- Ability to follow directions given by the Adult Day Lead Staff
- Ability to implement portions or entire lesson plan as directed
- Ability to use basic computer programs including Microsoft Word, Excel, Outlook, and Internet Explorer
- Knowledge of basic budgets and money management
- Must exhibit good safety awareness and judgment

DUTIES AND RESPONSIBILITIES:

- Uphold and emulate the mission, vision, and values of NWCSRA
- Attend meetings, orientations, and training sessions as scheduled
- Be a mandated reporter for the "Abuse and Neglected Child Reporting Act"
- Abide by the Policies and Procedures set forth in all NWCSRA manuals including but not limited to the Part Time Staff Manual, the NWCSRA Job Specific Manual and the Safety Manual

- Conduct routine documented safety inspections of designated areas of responsibility
- Enforce rules, regulations, and help to foster independence for participants of the program
- Assist with general set up and cleanup of the facility
- Complete necessary paperwork as required including but not limited to payroll timesheets, accident/incident reports, behavior reports, program summaries, expense logs, and safety checklists
- Communicate effectively and work professionally with participants, parents, NWCSRA staff, member park district staff and community contacts
- Communicate effectively and professionally with parents/guardians of participant regarding schedule changes, behaviors, questions, or concerns
- Assist in maintaining and inventorying of program supplies and equipment for the Adult Day Program
- Mentor and assist volunteers or new Adult Day Staff when needed
- Assist Lead Adult Day Staff with planning, organizing, and implementing of activities for the adult population in a variety of community settings
- Take initiative with daily responsibilities and opportunities for growth
- Supervise, assist, and adapt activities for assigned participants throughout the duration of the program
- Implement NCI techniques as needed for behavior management
- Assist participants with personal care (feeding, toileting, clothing), lifting, transferring, pushing and tie downs on the NWCSRA vehicle as approved by the Adult Services Coordinator
- Drive 15 passenger vehicle with wheelchair lift
- Document and report concerns to the Adult Day Lead Staff and/or Adult Services Coordinator
- Act as a substitute staff when needed by the agency
- Perform other duties and responsibilities as assigned

PHYSICAL REQUIREMENTS:

Talking/Hearing: to communicate with staff and participants

Sitting: to position a participant

Reaching: to retrieve supplies or participant

Pulling: to open doors and drawers

Pushing: to close doors and drawers

Stooping: to retrieve supplies from lower levels

Crouching: to retrieve supplies from lower levels

Seeing: to obtain information from written materials

Holding: to immobilize participant during behavior outbreaks

Lifting: to move equipment and supplies, to set up and take down activities, to transfer participants; up to 40 pounds over 40 pounds requires a two person or mechanical assistance

ENVIRONMENTAL CONSIDERATIONS:

- May be exposed to all types of weather conditions
- Work may be performed in a variety of settings with varying levels of cleanliness, noise, etc..

HOURS:

Schedule set by the Adult Services Coordinator up to 3 days a week depending upon staffing needs. Monday through Friday with availability between 8:00am –4:30pm.