



JOB DESCRIPTION

Program Assistant

MAJOR FUNCTION:

Program Assistants shall be full or part-time employees and shall assist participants in administering program activities and services to enrolled participants.

LINE OF AUTHORITY:

Program Assistants will report to the Lead Program Assistant at Peachtree Christian Health (PCH).

DUTIES:

1. Program Assistants shall be employed in a sufficient number to meet the needs of the participants and the staffing requirements of the center.
1. Program Assistants shall be qualified by education, training, and experience to perform the duties assigned and meet the needs of the program.
2. Program Assistants shall demonstrate to the Lead Program Assistant the ability to successfully perform the tasks assigned.
3. Program Assistants, under the supervision of the Lead Program Assistant shall perform the following responsibilities:
 - a. Assist participants, in an appropriate and caring manner with activities of daily living (grooming, bathing, eating, exercising, changing clothes, and the use of restroom facilities);
 - b. Direct, instruct, and lead program activities, with appropriate sensitivity and adaptation to the needs and conditions of the participants;
 - c. Assist as requested, in planning and conducting recreational programs in music, arts, crafts, movement, with the appropriate involvement of staff and participants to meet and maintain the physical, developmental, and recreational needs of participants;
 - d. Conduct interpersonal interactions with participants and caregivers in a manner that enhances their self-esteem and independence;



- e. Maintain a manner that is courteous, respectful, and appropriate, at all times, to the age and condition of the persons involved;
- f. Listen attentively to participants, staff, and volunteers to gain an accurate understanding of their needs and courteously communicate instructions, assignments, and other information; and
- g. Perform other duties as assigned.

REQUIREMENTS:

- High school diploma or equivalent
- Successful completion of nurses' aide, home health aide or equivalent, or a minimum of one (1) year of related experience in caring for impaired adults
- Three (3) sources of recommendation from a variety of sources, including former employers
- Ability to bend, stoop, stretch, lift and push as required in the delivery of participant care
- Written statement from a physician certifying good health including freedom from communicable disease

I have read and understand the functions, duties, and requirements of this position.

Employee Signature _____ Date _____