

**OREGON AREA SENIOR CENTER**  
**219 PARK STREET OREGON, WI 53575 835-5801**

**POSITION TITLE: ADULT DAY PROGRAM STAFF**

**GENERAL STATEMENT OF POSITION:**

Follow all Oregon Area Senior Center Guidelines to provide quality daycare for older, fragile isolated adults in the surrounding communities, offering physical and social support. Accept responsibility for activities, transportation, etc. ensuring a smooth-running, safe and high-quality daycare program. This position is under the supervision of the Director.

**DUTIES/RESPONSIBILITIES:**

1. Participate in assessment and care planning.
2. Assist in developing the activity planning.
3. Carry out plan of care.
4. Assist in ambulation/toileting
5. Carry out recreation activities.
6. Observe and report observations.
7. Participate in staff meetings, in-service and other relevant training.
8. Maintain confidentiality.
9. Communicate with families.
10. Participate in daily record keeping and documentation.
11. Facilitate group discussions.
12. Prepare, serve and clean up after meals and snacks.
13. Prepare and submit schedule to Director.
14. Comply with State of Wisconsin Adult Daycare Standards.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Good communication and listening skills.
2. High School diploma.
3. Ability to work in a team.
4. Knowledge of activities appropriate to special populations.
5. Attend basic First-Aid, CPR and Heimlich Maneuver training. Read, understand and follow body fluids policy.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Some lifting of supplies and transfer of clients on occasion. The work environment often includes multiple activities occurring simultaneously with numerous interruptions.

Original 2/91  
Revised 2/94  
Revised 4/94  
Revised 3/99 Reviewed 6/04 Reviewed 04/09