

Lacey Site Program Assistant – Brighter Days Adult Day Program

Lacey Senior Services for South Sound

Opening Date: May 2022
Closing Date: Continuous – initial review begins May 2022
Salary: DOE, \$14.49 – \$17.76/hour – 18 hours per week
Job Type: Non-exempt, 0.45 FTE
Location: Thurston County, Lacey, WA



*Senior Services for South Sound is looking for a **Lacey Site Program Assistant** to support the Lacey Senior Services for South Sound Center **Brighter Days Adult Day Program**. We fulfill our mission to improve the quality of life for people as they age. This position provides direct services to at-risk seniors on an individual basis, implements the overall Brighter Days program including activities, snacks, meals, transportation coordination, client care and client care plans.*

Key Outcomes:

The Program Assistant will:

- Assist participants with activities of daily living including mobility, ambulation, eating and participating in activities.
- Assist with opening and closing the program site, set-up and clean-up of the program area and maintaining daily progress notes.
- Implements Care Plans for all participants along with managing reports and records.
- Assist with planning, development and operating a high-quality program.
- Participates in staff meetings, in service training and training opportunities as required.
- Manage reporting and documentation.
- Communicates in a positive and encouraging manner.
- Help with Senior Services Fundraiser Events as able.
- Assists with crisis intervention as necessary.

Required:

- First Aid/CPR/AED certification

Desired:

Applicants who also possess the following *may* receive additional consideration by the hiring manager:

- Knowledge of special needs of frail elderly.
- Knowledge of principals for meal preparation, services and sanitation.
- Ability to provide personal care.
- Skill with creative activities and resources applied to activity programming.
- Attention to detail.
- Ability to function as a team member, work independently, use good judgment, work cooperatively with and relate to clients, family caregivers, other staff and volunteers.

Please note:

The hiring authority may make a hiring decision at any time. Initial screening will begin May 2022. It is to the applicants' advantage to submit materials as soon as possible.

Vaccination is required of all employees as we serve seniors. Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Working Environment and Conditions:

Duties performed in an office or branch setting. Employees will operate a computer and standard office equipment, such as telephone, copy and fax machines. Employees use job specific software (including Microsoft Office products) and security equipment as required to perform Essential Functions. Kitchen environment. Travel to attend meetings and training sessions is required.

Why work at SSSS?

We are a highly mission driven organization filled with caring, thoughtful people who have a lot of fun and a lot of heart. We focus on our commitment to great service to seniors and improving their quality of life whether they are already struggling or thriving. We are a diverse organization that values integrity, inclusion, respect, results and service excellence. And we have a positive culture where employees are engaged, empowered, and appreciated.

Special Notice:

The candidate pool certified from this recruitment may be used to fill future similar vacancies for up to six months.

Senior Services for South Sound (SSSS) is an equal opportunity employer and does not discriminate on the basis of age, sex (including gender identity), marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

Contact Us:

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