



Job Description

Title:	Senior Services Club 55 Program Assistant	Home Location:	1325 Sycamore Road - DeKalb
Position Code:	Program Staff	Department:	Senior Services
Reports to (title):	Community Programs Director	FLSA Status:	Exempt - Salary
Date Updated:	7/15/2022	Date Approved (HR):	Click or tap to enter a date.
Does this role directly supervise others? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Purpose
The primary purpose of the Program Assistant is to coordinate the operations of Club 55 Activity Centers under the supervision of the Community Programs Director and Senior Service Coordinator. This position works to maintain an environment conducive to the therapeutic process and support creativity and growth in the Senior Service program.

Population Served <i>(select all that apply)</i>	
<input type="checkbox"/> Pediatric (2. – 12 yrs.)	<input checked="" type="checkbox"/> Older Adult (≥ 65yrs.)
<input type="checkbox"/> Adolescent (13 – 18 yrs.)	<input type="checkbox"/> Nonage Specific Task (N/A)
<input type="checkbox"/> Adult (19-65 yrs.)	

Essential Duties and Responsibilities <i>(performs other duties as assigned)</i>
Organizational Standards & Compliance
<ul style="list-style-type: none"> • Maintain Club 55 locations • Facilitate activities and conversations with Club 55 participants • Assist Senior Service Coordinator with development and implementation of monthly activity calendar, educational presentations, recreation opportunities, etc. • Seek supervision as appropriate • Assist program and agency in Performance Quality Improvement (PQI) by attending meetings, voicing concerns and potential solutions, and working to create effective and efficient processes along with other assigned PQI tasks. • Work cooperatively with other program employees and agency employees to ensure the best quality service to our clients. • Serves as a resource for those seeking information about services and care available in the surrounding community area and assists people in finding information/resources for services that are available in distant areas. • Acts as a liaison to other community agencies as appropriate • Acts as a resource to clients, community, and interdisciplinary team for mental Health Laws and client centered services • Keeps abreast of Family Service Agency’s changes and information as evidenced by:

- Attendance at 50% or more department meetings, and signing off on meeting minutes for 100%
- Attendance at 50% or more All Staff meetings, and signing off on meetings minutes for 100%
- Completion of mandatory in-services
- Regular reading of email and bulletin board postings
- Reading updated policies and procedures

Job Requirements		
	Minimum Required	Preferred
Education (level of education; specific degree)	<ul style="list-style-type: none"> ● High school diploma or equivalent 	<ul style="list-style-type: none"> ● Bachelor's degree in human services or related field
Experience (minimum amount of years; type/field)	<ul style="list-style-type: none"> ● Documented experience working with aging populations ● Documented experience providing direct service to clients. ● Knowledge of normal characteristics of growth and development throughout the span of life 	
Licenses and Certifications		
Skills (technology; communication)	<ul style="list-style-type: none"> ● Ability to work with a wide range of age groups and issues ● Evidence of an ability to communicate effectively (both orally and in writing) ● Ability to maintain confidentiality and abide by HIPAA. ● Is sensitive to and respectful of cultural differences. ● Ability to perform all tasks in an organized, conscientious, and responsible manner. ● Competent in fulfilling mandated reporter status. ● Ability to work cohesively with team members ● Must be comfortable with data entry. ● Must be comfortable with public speaking and leading group activities. ● Ability to work in a demanding program with a vulnerable population. 	

	<ul style="list-style-type: none"> • Demonstrates client-centered care and excellent customer service skills. 	
Special Characteristics (travel; significant physical demands; working conditions)	<ul style="list-style-type: none"> • Must have a current Drivers licenses • Must have a working vehicle • Must have active insurance on the vehicle • Must have a COVID-19 vaccination 	
Annual Requirements	<ul style="list-style-type: none"> • Skills verification completed annually as required by department director or supervisor • Meets continuing education requirement as appropriate to education and licensure • Annual training as assigned through Family Service Agency • Annual training as assigned through participation of various insurance plans 	

Physical Job Descriptions										
Use the key below to determine the avg. amount of time spent in an activity during a typical workday: R = Rarely (<1%) O = Occasionally (1-33%) F = Frequently (34-66%) C = Continuously (67-100%)										
	R	O	F	C			R	O	F	C
Physical Activities										
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Reaching above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Stair Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Lifting/Carrying										
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						>100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing Pulling										
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Up to 50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						>100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Use of Hands										
Simple grasping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Keyboard/use of mouse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Combined wrist/hand functions (unscrewing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Telephone use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fine manipulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

<u>Environmental Condition Exposure</u>											
Extreme cold non-weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Toxic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extreme heat non-weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Outside weather conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Fumes/dust/odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wet/humid non-weather	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Extreme noise levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Sensory Requirements</u>											
Close vision (clear vision at 20 in or less					<input checked="" type="checkbox"/>	Hearing					<input checked="" type="checkbox"/>
Distance Vision (clear vision at 20 ft or more					<input checked="" type="checkbox"/>	Smell/Taste					<input checked="" type="checkbox"/>
Color vision (able to distinguish colors)					<input checked="" type="checkbox"/>	Speech (basic communication skills in English)					<input checked="" type="checkbox"/>

EMPLOYMENT ACKNOWLEDGEMENT:

I have read and understand this job description and agree to adhere to its requirements. My supervisor has answered any and all of my questions.

SIGNED

DATE