



507 1<sup>st</sup> Ave. N  
 Escanaba, MI 49829  
 (906) 786-7080 – Phone  
 (906) 789-9423 – Fax

The Community Action Agency Senior Services Program is currently accepting applications for the following positions:

(2) Part-time (up to 29 hours/week) **Adult Day Services Aides** in Escanaba. Hours vary and are generally scheduled between 9:00 a.m. and 5:00 p.m., Monday through Friday. No weekends or holidays.

This position assists with client care activities in the adult day center, or, on occasion, in the home of a client, and promotes a social and physical environment that provides the opportunity for the client to function at the highest possible level.

A high school diploma or equivalent is required, as well as one year of experience working with the elderly, particularly those with diminishing mental abilities.

Entry wage is \$13.45 per hour.

Benefits include paid vacation time, 403(b) retirement plan and access to our Employee Assistance Program.

Please submit a completed application to the Senior Services Program, Attention: Julie Brunette, 507 1<sup>st</sup> Ave N, Escanaba, MI 49829 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>



**Job Title:** ADS Aide  
**Revised:** January 2021  
**Reports To:** Adult Day Services  
Manager

**Location:** Escanaba  
**Program:** Senior Services  
**Classification:** Non-Exempt, Hourly

## POSITION OVERVIEW

Assists with client care activities in adult day center, or, on occasion, in home of the client. Promotes a social and physical environment that provides the opportunity for the client to function at the highest possible level. Must comply with policies and procedures of the MDSCAA/Human Resources Authority and their funding sources.

## REQUIREMENTS

- High school diploma for equivalent.
- One-year experience working with elderly, particularly those with diminishing mental abilities.
- Submit to criminal background check.

## JOB ESSENTIALS

- Demonstrate a genuine interest in working with persons with dementia.
- Interact positively with clients.
- Adhere to strict client confidentiality.
- Assist clients with activities of daily living, including toileting, feeding, exercising, and ambulating.
- Maintain client progress notes and documentation pertaining to center activities and client participation.
- Observe client response to care plan, goals, and objectives.
- Record changes and report such changes to professional staff.
- Conduct in-home respite activities to assist primary caregiver in providing activities of daily living for the client.
- Assist in meal preparation, cleanup and feeding of clients at the center.
- Maintain facility through cleaning activities to assure a healthy, comfortable environment for clients.
- Greet and welcome clients and families.
- Escort and assist in transfers of clients to and from cars and buses as they arrive and depart the center.
- Attend all meetings and trainings as required by the agency.

### **ADA Physical Activities Checklist**

- **Balancing:** Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

(1 of 2)

- Reaching: Extending hand(s) and arm(s) in any direction.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

**ADA physical requirements of this position**

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
- The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

**The worker will be subject to the following conditions**

- None. The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND  
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF  
SENIOR SERVICES DIRECTOR OR SUPERVISOR**