



Care Partner I (Activity Leader)

Overview:

The Care Partner I is a person-centered compassionate caregiver who directly supports participants in recreation, table activities, arts and crafts, music, community outings, exercise, and educational enrichment. Works cooperatively with Assistant Program Director & Program Director/LPN to provide interesting and stimulating program activities that are appropriate for most participants.

Responsibilities and Duties:

Direct Participant Care

- Knowledge and competency to access, interpret and care for participants in the age group of 60+.
- Interacts with participants in a respectful, age-appropriate, and culturally appropriate manner by honoring participant preferences and requests, in conjunction with behavior plans and care information.
- Supports participants with ADLs (Activities of Daily Living) and personal care.
- Reports all possible cases of illness to Nurse/Floor Supervisor and aids participants while at the center.
- Ensures the safety of each participant by monitoring activities, maintaining a sanitary, clutter-free environment, and participating in safety training and emergency drills.
- Reports suspected abuse, neglect, and exploitation of participants immediately per program and agency policies and procedures.
- Keeps supervisory staff informed of participants' progress and concerns.
- Keeps anecdotal notes and writes monthly progress reports on assigned participants.
- Employs assistive equipment and practices throughout the day when transporting, lifting, and working with participants.

- Maintains program areas, supplies, and ensures equipment is clean/disinfected stocked/replenished, and in good working order daily.
- Stays abreast of emergency procedures and/or updates for each program scenario to ensure awareness of protocols in the event of an emergency.
- Demonstrates cultural competency in working with people of all ethnicities.
- Demonstrates flexibility in response to changes in projects, tasks, timelines, focus, deadlines, and daily routine, etc.
- Participates and engages in assigned professional development, meetings, and training.
- Performs other related duties as assigned by Supervisor, Life Enrichment Coordinator, Program Director, or Administrative Office.

Adult Day Care Systems

- Basic technical proficiency and communication skills to use and support participant electronic health records in our participant database.
- Working knowledge of standard Microsoft Office software applications including email.

Requirements and Qualifications:

- High school diploma or GED required. Additional education and/or experience in a college or university setting is preferred.
- CPR/First aid certification (available upon hire).
- 2 step TB clearance and recent physical examination (available upon hire).
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- Excellent interpersonal skills and commitment to collaborative teamwork.
- Strong verbal and written communication skills.
- Strong detail orientation and demonstrated organizational skills.
- Ability to work independently and as a team player.
- Ability to work with confidential information.
- Working knowledge of Microsoft Office or Google Apps products and ability to learn other programs with training.
- Demonstrated flexibility in response to changes in tasks, focus, projects, deadlines, etc.
- Ability to work simultaneously with diverse ethnic groups.