

Job Title: Adult Day Program (ADP) Assistant

Persons Served	<ul style="list-style-type: none"> • Seniors • Adults with disabilities
Purpose	<ul style="list-style-type: none"> • To provide supervised individual programming in a group setting for seniors and adults to assist them to achieve and maintain their maximum level of functioning to prevent premature and inappropriate institutionalization, and to provide respite and information for caregivers
Outcomes	<ul style="list-style-type: none"> • Enhanced social interaction and community inclusion • Increased levels of physical activity and mental stimulation • Decreased stress and isolation for caregivers
Activities & Tasks	<ul style="list-style-type: none"> • Work with ADP staff to assist persons served with various activities (crafts, games, preparing snacks) • Preparation and clean-up assistance • One-on-one interaction with persons served • Assist with mobility (walkers, wheelchairs)
Outline of Responsibilities	<ul style="list-style-type: none"> • Complete tasks as assigned by program staff • Report anticipated absence or lateness to ADP staff prior to start of shift • Follow all program guidelines and safety rules
Schedule & Commitment	<ul style="list-style-type: none"> • 3 to 6 hours per shift • 1 to 2 days per week or as program needs dictate • Participation in training, orientation and optional in-service sessions
Boundaries & Limitations	<ul style="list-style-type: none"> • Maintain confidentiality • Direct all problems or concerns to ADP staff • Follow SECC Volunteer Policies and Procedures
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> • Previous experience or ability to work with seniors or adults with disabilities • Knowledge of crafts, games or other recreational activities
Personal Traits and Qualities Needed	<ul style="list-style-type: none"> • Patient and caring • Flexible in hours and duties • Friendly, personable and compassionate • Creative and open-minded

<p>Orientation & Training Available</p>	<ul style="list-style-type: none"> • SECC Volunteer Training & Orientation Manual • On-the-job training with ADP staff, staff and other experienced volunteers
<p>Support, Supervision & Evaluation Provided</p>	<ul style="list-style-type: none"> • Immediate supervisor is ADP staff • Secondary supervisor is Volunteer Services Program Leader • 30-day probationary review
<p>Mandatory Activities</p>	<ul style="list-style-type: none"> • Complete monthly volunteer hours log sheet • Participate in 1 volunteer development activity during term of volunteering
<p>Setting & Location</p>	<ul style="list-style-type: none"> • 175 Talbot Street East (Sun Parlour Home), Leamington • Indoors at ADP site; some outdoor activities weather permitting • Occasional social outings and field trips
<p>Benefits to Volunteer</p>	<ul style="list-style-type: none"> • Helping others • Contributing to well-being of individuals and community • Personal satisfaction • Experience in social/human services setting • Letter of recommendation upon successful completion of volunteering
<p>Screening Measures</p>	<ul style="list-style-type: none"> • Volunteer Application • Interview • Police Record Check • Minimum 2 References