**Day Center Aide** at **All in 4 You Adult Day Care Center – 315 Sherman St. Belleville IL**

Overview

The Adult Day Care Center Aide assists the Day Center staff in a variety of tasks to keep the Day Center running smoothly. This employee is expected to lead by example - maintaining a positive attitude; being a thoughtful, supportive, productive, and dependable co-worker; keeping our clients safe; and always working to enhance the health and happiness of the people we serve and those who care for them. This position includes but is not limited to cleaning, client care, and participating in and/or leading activities. Much of this position will be focused on ensuring the clients are enjoying and benefiting from programing at the Day Center. You can expect to assist with setting up, implementing, and cleaning up activities. You will assist with lunch duties and cleaning at the end of the day. **The employee in this position has great potential to expand into leadership roles!**

Responsibilities

* Assist the Activity Coordinator in activity implementation. This means you will help clients participate in activities or even participate alongside the clients.
* Share ideas on how to better programming and activities with the Director and Activity Coordinator. This can include Holiday ideas and activity ideas.
* Assist in maintaining program areas, supplies, and equipment ensuring all are organized, clean, stocked and in good working order.
* Actively participate in staff meetings and in-service programs; collaborate with cross-functional team, providing feedback and suggestions for enhancing the client experience and achieving the center’s overall goals & objectives.
* Stay current on related industry knowledge and trends through publications, networking, and participation in professional organizations.
* Assist clients with activities of daily living as needed including but not limited to bathroom assistance and eating assistance.
* Communicate in a positive, courteous, and professional manner with clients and their families, co-workers, referral agencies, and the community at large.
* Comply with company policies and procedures, safety and regulatory laws and standards.
* Other duties and responsibilities as changed or assigned.
* Assist in cleaning up after activities, lunch, and the end of programming.

**Expected Behaviors and Demonstrated Values**

* Protect the safety and health of our clients above all else.
* Act with integrity.
* Collaborate with All in 4 You Adult Day Center Staff in a professional and respectful manner.
* Be enthusiastic and provide support and encouragement.
* Listen by opening your eyes, your ears, and your heart.
* Take pride in your work and your workplace.
* Treat our clients like family by showing them you care and you’re glad they’re here.
* Be ready to adapt programming to different individuals and their needs.

Qualifications

* High school diploma or equivalent required, Bachelor of Science Degree preferred
* Prior experience as a caregiver is preferred.
* Strong communication and engaging interpersonal skills.
* Able to multi-task and manage time effectively.
* Able to work a flexible schedule.
* Able to stand and actively engage with clients for an extended period; able to bend, pull, push, squat, turn, transfer and lift 50 pounds.
* Working knowledge of Microsoft Office Word and Excel.
* Successful results of background check, and any additional state-specific regulatory requirements.