



To apply for a posted position, please forward resumé to: applicant@hospiceswmi.org

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The place for good days! Our Adult Day Services program is seeking a compassionate and energetic part-time **Program Assistant**. Adult Day Services provides professional care for older adults who need assistance during the week day and is located in our Portage, MI Oakland Centre. This position is scheduled for 25 hours per pay period: 11:30am-4:30pm alternating M, W, F one week and T, Th the next, and provides social and health-related services for our guests. Responsibilities include:

- Assisting in the planning and implementation of appropriate social and therapeutic activities for participants on a day-to-day basis.
- Performing personal care (i.e. bathing, toileting, etc.) and attending to participant requests promptly.
- Assisting with ambulation and exercise as directed by the Program Manager, RN, or Therapist.
- Documenting and discussing participant responses, reactions, and participation in activities with the Interdisciplinary Team Members.
- Ensuring a safe environment for guests.

Requirements for the position include:

- High school graduate or equivalent.
- Maintains license as a Certified Nurse's Aide from the State of Michigan.
- Maintains current BLS certification.
- Minimum of one year experience providing direct care.
- Ability to work effectively with patients of various ages, mental competence, and physical disabilities.
- Previous activity experience working with the elderly or persons with dementia and/or disabilities preferred.

Comment from a recent satisfaction survey: "I feel so much better, relieved knowing my mom loves where she is going, loves what she is doing, making friends, eating well. Also knowing mom is safe in very competent hands...she is brighter, more perky and

brags about her “spa” days, her “hair salon” day. She smiles a lot now. Thank you so very much!”

Adult Day Services at Oakland Centre provides social activities and physical care for loved ones during the day, ensuring that they enjoy the best quality of life in a beautiful and secure setting. We utilize a medical model that includes a staff of registered nurses, social workers, music therapists, and program assistants to provide individualized care for each guest. Adult Day Services at Oakland Centre typically serves adults 60 years and older.

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