



**Job Description**  
**Senior Day Services Program Assistant**  
**(Substitute position)**

**Function:** Provide general supervision and assistance to participants in the SDS program.

**Reports to:** SDS Program Activity Specialist & Program Coordinator

**Hours:** As needed. Mon-Fri 9 AM – 4:30 PM

**Duties and Responsibilities:**

- Assist the Activity Specialist and Program Coordinator with supervision of the SDS participants to ensure the participants' safety, proper care and comfort.
- Plan, lead and/or supervise daily activities for participants.
- Set up rooms for the activities.
- Meet and greet participants; assist them upon arrival and at mealtimes.
- Engage participants in activities, coordinate with volunteers to implement daily plans both on-site or via Zoom.
- Provide personal care to the participants, including toileting as needed.
- Keep an accurate record of participants' attendance.
- Enter daily notes on clients' progress, inform Program Director, if change is noted.
- Participate in required educational training.
- Participate in staff meetings, if requested.
- Perform other duties deemed necessary for the smooth operation of the program.

**Qualifications**

- Experience working with seniors.
- Current First Aid/CPR certification.
- Health Screening & TB test that is not more than a year old from date of employment and no later than 7 days after employment.
- Fully vaccinated against Covid-19 or willing to become fully vaccinated against Covid-19.
- Willing to submit for fingerprint screening from DOJ and FBI criminal record clearance.

- Willing to complete Basic Infection Prevention in the Ambulatory Care Setting bundle on CDC website.
- Knowledge of, interest in Japanese American culture, traditions, community.
- Knowledge of, interest in social services, social welfare.
- Must be in good physical condition to assist seniors and help with program set up/clean up
  - able to safely assist seniors in moving about with and without assistive devices.
  - able to sit, stand, walk, push/pull, squat, bend, stoop and reach overhead, repetitively.
  - able to move tables, chairs, etc.
  - able to periodically lift/carry program supplies, equipment.
- Must be age 18 or older.
- Must have proficient command of English language – written and oral.
- Bilingual in Japanese or other language is a plus.

**Pay Range:** \$17.55 per hour

**To Apply**

Email to: [staff@yuaikai.org](mailto:staff@yuaikai.org).

*Questions? Please email: [staff@yuaikai.org](mailto:staff@yuaikai.org). Please no phone inquiries.*