

# Adult Day Program Direct Care Staff Job Description



Under the direction and supervision of the Director of the Guttenberg Center for Special Services and the Adult Day Program Manager, Direct Care Staff will comply with all requirements, responsibilities and essential functions as related to the position.

## **Requirements:**

1. High School Diploma required
2. Minimum of one year of work experience in the field with developmentally disabled adults, including but not limited to Autism
3. Ability to meet the individual needs of the participants in your care
4. Ability to supervise the participants safely and be able to recognize potential safety hazards
5. Responsible and honest
6. Ability to think clearly and use good judgment in ordinary - and especially in emergency - situations
7. Ability to communicate effectively and positively with participants and staff
8. Should possess the following personality traits: dependable, considerate, flexible, a sense of humor, a hard worker, conscientious, patience
9. To be in the pool (indoor or outdoor) with participants
10. Successfully complete all required coursework as defined by NJ Department of Human Services, Division of Developmental Disabilities including First Aid/CPR
11. Successful job screenings including fingerprinting, CARI background check, NJ Central Registry check and all others required by the Division of Developmental Disabilities and the Kaplen JCC on the Palisades

## **Responsibilities:**

1. Assist with and participate in all daily activities of the Day Program, and other activities as assigned and necessary
2. Plan and implement focused life skills and social skills lessons for program participant to help them meet their outcomes and goals.
3. Remain with all participants at all times
4. Instruct participants in emergency procedures such as fire drills, lockdown drills, etc.
5. Follow any emergency procedures in place.
6. Monitor safety and all procedures as they pertain to the complete supervision of all participants and staff

7. Help provide an atmosphere for developing good morale and well-being among the group
8. Report any accidents or incidents to the Day Program Manager and Department Director immediately, and fill out an accident/incident form if necessary
9. Attend all staff meetings and training sessions, both on- and off-site

**Essential Functions:**

1. Ability to communicate and work with staff and adult participants of all ages and abilities
2. Ability to observe participants behavior, assess its appropriateness, enforce appropriate safety
3. Follow regulations and emergency procedures, and apply appropriate behavior and management techniques
4. Visual and auditory ability to identify and respond to environmental and other hazards related to activities
5. Cognitive and communication abilities to plan and conduct activities to achieve maximum participant skill development
6. Physical ability and strength to respond appropriately to situations requiring First Aid/CPR
7. Physical ability and strength to physically control a participant from hurting him/herself and others
8. Assist participants when necessary with toileting, showering and dressing
9. Be familiar and in compliance with all information in the Day Program and JCC Staff Handbooks
10. Be accountable for all equipment and use it in a responsible manner
11. Other responsibilities as assigned

Hours – Monday – Friday            9:00am-3:00pm

Hourly Salary Range                 \$15-\$20 (depending on experience)

If interested, please submit a letter of interest and your resume to: Shelley Levy, Director, Guttenberg Center for Special Services at [slevy@jccotp.org](mailto:slevy@jccotp.org). Any inquiries please call 201-408-1489

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