HEALTH CARE ASSOCIATE
DEPARTMENT: Williams Adult Day Center
SUPERVISOR: RN Care Coordinator

Approved by: Chief Executive Officer
Date: June 2026
FLSA: Non-exempt

POSITION SUMMARY

Provides personal care to participants at the Williams Adult Day Center.

QUALIFICATIONS

Education, Experience, Training:

High school graduate or equivalent with Certified Nursing Assistant or Personal Care Assistant certification, or a minimum of one year of related experience in geriatrics or caring for people with dementia. Current CPR and first aid training required. Experience working with older adults preferred.

Knowledge, Skills, Ability:

- Good judgment and interpersonal skills in working with the elderly
- Good communication and recordkeeping skills
- Ability to assist participants in transfers and ambulation

Physical Requirements:

Lifting of 25 pounds or more, ability to stand and walk most of the workday, talking, listening. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

90% Performs personal care as outlined in participants' plans of care and as instructed by the RN Care Coordinator or designee; establishes and maintains rapport with participants; follows guidelines and regulations of program; demonstrates good judgment and decision making in daily dealings with participants; reports any unusual occurrences to RN Care Coordinator or designee; assists participants during activities and programs; maintains accurate and timely recordkeeping. Follows established procedures for participant medical emergencies. Assist with obtaining vital signs and weights as instructed by RN Care Coordinator or designee. Observe/ follow trial visitors and complete Trial visitors information package information. Completes whirlpool spa's as assigned

10% Participates in scheduled in-services and staff meetings; attends training as scheduled; performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Responsible for own work only.

AUTHORITY/ACCOUNTABILITY

Responsible for carrying out plan of care as well as performing tasks according to Senior Services' policies and procedures. Coordinates with day care staff and family members for enhanced care of participants.

PROBLEM SOLVING

Resolves issues regarding participant needs, maintaining HIPAA compliance, family communication, scheduling and reporting.

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Employee Signature Date