

# Full Job Description



**We are looking for a Direct Service Professional for MMS Adult Day Center.**

Location: Cleveland, OH

Shift: 8:00AM – 3:30PM

Apply Today!

## **Job Summary:**

The Person-Centered Care Specialist creates and develops cognitive and sensory programs in the three activity spheres of Productivity, Self-Care, and Leisure to engage the participants in MMS Adult Day Center. Facilitates individual activities to complement the uniqueness of each person. Uses a person-centered approach to maintain a healthy social environment for the adults.

## **Essential Functions:**

- Mentors new staff/participants/staff volunteers regarding Person-Centered Care.
- Provides direct participant care. Utilizes dementia-specific principles (especially during bathing, mealtimes, etc.). Pursues additional participant care needs (e.g., nail care, one-on-one care, redirecting and modeling actions).
- Provides assistance and supervision throughout program day to ensure the nutritional activity needs of each participant are met as outlined in the IPC.
- Promotes independence in participant care as appropriate and ensures safety for both participants and the individuals providing care.
- Ensures a person-centered care environment is maintained (e.g., monitors group size and structure, coordinates daily assignments, maintains partners list, coordinates the day).
- Models a customer service attitude towards others. Takes ownership in solving problems. Takes initiative to improve situations.
- Attends care conferences and/or contributes to participant care plans in collaboration with Interdisciplinary Team.
- Demonstrates initiative, flexibility self-motivation and effective time management by:
  - Completing scheduled assignments on time.
  - Consistently helping other members of the team with their work when own work is completed.
- Accurately records participant's critical information and progress on flow sheets, as appropriate to position. Reports participant's concerns, complaints, and changes in physical or mental function to R.N. - Nursing Supervisor.
- Remains calm in an environment with many demands, frequent changes, and interruptions.
- Applies theory of infection control and good body mechanics to job performance.

## **Skills:**

- Ability to be patient, tactful, and sensitive when dealing with participants who have various care needs.
- Good communication skills, both written and oral, to ensure clear instruction and documentation.
- Preferred: Bilingual - Spanish, Tagalog.
- Able to perform basic math computations.

**Minimum Position Requirements:**

- Clean background check
- High school Diploma or GED

**Experience:** Experience working with older adults and adults with developmental disabilities.

**Licenses/Certifications Options:**

- Certified as a Certified Nursing Assistant, Occupational Therapy Assistant, RT, or MT or have equivalent education, training, or experience.
- CPR and First Aid Training as required for all ADHC staff.
- If job requires driving, a clean driving record and pass a defensive driving course every 3 years