Mora Valley Community Health Services, Inc.

**JOB DESCRIPTION**

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| TITLE | Therapeutic Activities Aide/ Van Driver | FLSA Status: Non-Exempt **Position Type: Regular Full-Time & Part-Time** |
| DEPARTMENT | Caridad de San Antonio – Adult Day Care Program | |
| REPORTS TO | Caridad de San Antonio Home Health Director | |
| SUPERVISES | None | |
| JOB PURPOSE | Coordinate and assist daily therapeutic and creative activities of participants, meal preparation, and provide information for reports, and the monthly activities calendar, as well as provide transportation to clients | |

| **ESSENTIAL JOB RESULTS** |
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| 1. PROVIDE CONSTANT SUPERVISION TO PARTICIPANTS |
| 1. ASSIST PARTICIPANTS WITH DAILY LIVING ACTIVITIES |
| 1. INVOLVE PARTICIPANTS IN ACTIVITIES AT THEIR INDIVIDUAL LEVEL OF ABILITY |
| 1. SUPPORT AND ENCOURAGE POSITIVE SOCIALIZATION WITHIN THE GROUP |
| 1. OBSERVE PARTICIPANTS FOR SIGNIFICANT CHANGES IN PHYSICAL OR MENTAL CONDITIONS |
| 1. RECORD PERTINENT INFORMATION FOR DISCUSSION WITH PROGRAM DIRECTOR |
| 1. PROVIDE OPPORTUNITIES FOR INTELLECTUAL STIMULATION FOR EACH PARTICIPANT |
| 1. PROVIDE INTER-GENERATIONAL ACTIVITIES |
| 1. ENCOURAGE PARTICIPANTS' FAMILIES TO VISIT AND SHARE IN THE PROGRAM |
| 1. DEVELOP A MONTHLY ACTIVITIES CALENDAR |
| 1. PARTICIPATE IN PROGRAM AND FACILITY MANAGEMENT |
| 1. ASSIST OTHER ADULT DAY CARE EMPLOYEES WITH DAILY AND ROUTINE TASKS |
| 1. DRIVE PARTICIANTS TO/FROM HOME, MVCHS, AND ON FIELD TRIPS |
| 1. PERFORM ROUTINE CLEANING OF VAN, TRACK MILEAGE, AND MAINTAIN ACCURATE SERVICE RECORDS |
| 1. PREPARING AND SERVE SNACKS AND LUNCH TO PARTICIPANTS |
| 1. PARTICIPATE IN QUALITY REVIEWS |
| 1. ADHERE TO MVCHS PERSONNEL POLICES AND PROCEDURES |
| 1. TRACK AND COORDINATE ROUTINE TASKS |
| 1. MAINTAIN PROFESSIONALISM AT ALL TIMES TO ENSURE SERVICE QUALITY AND INTEGRITY |
| 1. CONTRIBUTE TO TEAM EFFORT BY ACCOMPLISHING RELATED TASKS AS NEEDED OR REQUESTED |
| 1. ATTEND TRAININGS RELATED TO JOB DUTIES OR EMPLOYMENT THAT IS REQUIRED TO MAINTAIN LICENSES AND/OR CERTIFICATIONS |

**REQUIRED JOB QUALIFICATIONS, SKILLS AND ABILITIES**

**Job Qualifications**

Education: High school diploma or GED

Bilingual English/Spanish Preferred

Experience: Experience in serving disadvantaged individuals with social and personal needs

**Skills and Abilities**

* Ability to communicate orally and in writing with patients, co-workers, and the public
* Must have a warm and caring attitude
* Ability to work in a stressful work setting with handicapped clients
* Ability to read and understand program guidelines and clinical instructions
* Ability to drive a van and maintain a valid NM Driver’s License
* Ability to operate a motor vehicle, which requires a valid driver’s license, and clearance for unrestricted

automobile insurance coverage

* Desire and ability to serve the community and its residents
* Share in and contribute to MVCHS mission, vision, and goals

**Working Conditions and Physical Demands**

* Work is performed in an interior environment
* Moderate physical activity
* May require handling average weight objects up to 25 pounds
* Sitting, standing or walking more than 6 hours per day

**Qualifications for Employment**

* Pre-employment physical examination
* First Aid/CPR Certification’s
* Driver’s Record and Defensive Driving Course
* Hepatitis B vaccination series or signed waiver
* Negative tuberculosis test
* Background Investigation
* Drug Testing – Initial and Random

**EMPLOYEE/SUPERVISORY REVIEW**

I have read this job description and understand the requirements of the job and the work to be performed. I agree to perform the duties and responsibilities described. I assert that I am able to perform the essential job functions and meet the physical requirements of this position. Furthermore; I understand this is not an employment contract.

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Employee’s Signature Date

I have reviewed this job description with this employee and agree that it is an accurate description of the duties and responsibilities to be performed.

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Supervisor’s Signature Date