

Come and join the team at Bay Cove Human Services, named as one of Boston Globe's Top Places to Work two years in a row! Bay Cove, one of the largest human services agencies in Metro Boston provides a variety of services to individuals and their families who face the life-long challenges of mental illness, drug and alcohol addiction, developmental disabilities and aging is looking for an **ADH Program Assistant - Cape Verdean** who will work in our Kit Clark Senior Services, Service Area.

Responsibilities:

- As part of the multi-disciplinary team, participate in assessment and care planning, assist in developing the activity plan.
- Carry out the plan of care.
- Carry out recreation activities.
- Assist in ambulation.
- Provide personal care assistance.
- Assist and supervise activities of daily living.
- Communicate on a one-to-one basis with participants.
- Practice behavior acceptance.
- Work with and relate to other staff and volunteers.
- Participate in staff meetings, in-service training, and other relevant training.
- Maintain confidentiality.
- Communicate with the public (on the phone) and families.
- Participate in daily record keeping, documentation.
- Facilitate group discussions.
- Prepare, serve, and clean up after meals and snacks.
- Practice environmental safety and sanitation.
- Participate in reviewing and following daily schedule.
- If program assistant is a certified nursing assistant (c.n.a.) may, as directed, administer first aid, CPR, or take vital signs.

Qualifications:

- MUST BE BI-LINGUAL - CAPE VERDEAN CREOLE / ENGLISH Must be at least 21 years of age.
- Must have a combination of training and minimum of one year work experience to have acquired the knowledge and skill need to carry out position duties with elderly or chronically impaired adults.
- Driving License Required? Yes

TO APPLY:

Apply online by going to <http://www.baycove.org/apply/index.cfm?pid=5568>.