

Job Description
Adult Day Center Caregiver

Department: Adult Day Center

Reports To: Adult Day Center Administrator

FLSA Status: Non-Exempt

Employment Type: Part-Time

Work Schedule: Up to 16 hours per week; Monday through Friday between 8:30 a.m. and 4:30 p.m.

Compensation: \$16.00–\$19.00 per hour, depending on experience

Position Summary

The Adult Day Center Caregiver provides compassionate, hands-on support to older adults and adults with disabilities participating in the Center’s Adult Day Center program. Working under the direction of the Adult Day Center Administrator, the Caregiver assists participants with daily activities, personal care, meals, and meaningful social engagement in a safe and supportive environment.

This position is ideal for someone who is patient, dependable, and passionate about enhancing the quality of life for individuals living with dementia, memory loss, and other age-related challenges.

Essential Duties and Responsibilities

Participant Care and Support

- Provide attentive supervision and companionship to program participants.
- Assist participants with activities of daily living, including toileting, hygiene, eating, and mobility.
- Support safe transfers, lifting, and wheelchair assistance as needed.
- Observe participants for changes in condition, mood, or behavior and report concerns promptly to the Adult Day Center Administrator.

Activities and Engagement

- Assist with social, recreational, and therapeutic activities.
- Encourage participants to engage in activities that promote cognitive stimulation, physical movement, and social interaction.
- Prepare and organize supplies and materials for daily activities.

Meal and Snack Assistance

- Assist with preparing, serving, and cleaning up meals and snacks.
- Provide support to participants who need assistance eating.

Safety and Housekeeping

- Maintain a clean, organized, and safe program environment.
- Follow infection control and safety procedures.
- Assist with general housekeeping related to participant care areas.

Other Duties

- Participate in staff meetings and required training.
- Support special events and fundraising activities as appropriate.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent preferred.
- Experience working with older adults, individuals with dementia, or persons with disabilities preferred.
- Genuine interest in serving older adults and supporting their dignity and independence.
- Ability to engage participants in a warm, encouraging, and respectful manner.
- Ability to maintain confidentiality and comply with HIPAA requirements.
- Current CPR and First Aid certification, or willingness to obtain upon hire.

Physical Requirements

- Ability to stand, walk, bend, and assist participants throughout the workday.
- Ability to lift and transfer participants safely, with or without accommodation.
- Ability to push wheelchairs and assist with mobility equipment.

Agency Culture Expectations

- Treat participants, families, volunteers, and coworkers with kindness and respect.
- Work effectively as part of a team.
- Demonstrate initiative, flexibility, and a positive attitude.
- Support the mission and values of the organization.
- Maintain professional boundaries and confidentiality.

Performance Measures

Success in this position will be measured by:

- Quality of care and participant engagement.
- Participant and family satisfaction.
- Compliance with safety and regulatory standards.
- Reliability, teamwork, and professionalism.
- Contribution to a positive and supportive program environment.

About the Center for Senior Wellbeing

The Center for Senior Wellbeing enhances the quality of life for older adults and adults with disabilities by providing programs and services that promote independence, dignity, and meaningful connection. The Adult Day Center offers structured care, therapeutic activities, and respite for caregivers in a compassionate and