

Sisseton Wahpeton-Oyate

Job Description

Job Title: Adult Day Care Provider

Work Site: Elderly Nutrition Program (Ulysses U.K. Abraham center)

Reports to: Program Manager

Purpose of Position:

The Adult Daycare worker provides handicapped and/or fragile elders with adequate care and activities that stimulate physical, social and intellectual needs. The care and activities will be provided in a safe and healthy environment at one of the four elderly centers one time each month or upon request in the elder's home. Other activities will be provided at the Ulysses U. K. Abraham center in Agency Village Monday through Friday of each week. **The intent of the program is to provide the child or relative taking care of an elder time to take care of personal business and/or allow a small break from their responsibilities.**

Responsibilities:

- Identify and schedule needed training activities for care givers on a quarterly basis or more often as the need arises.
- Plan and design activities that will meet the physical, social and intellectual needs of the elders participating in the program, both men and women.
- Design fun holiday activities and organize various tournaments for elder participation.
- Responsible to deliver a meal (soup and fry bread) to TEK residents one time per month.
- Develop a monthly schedule of activities listing the day and time of visits to the elderly complexes and the activities to be held at the Elderly Nutrition center.
- Develop culturally relevant and other activities that are of interest to elder.
- Provide adequate materials and equipment for designed activities.
- Responsible to ensure program expenditures are in accordance with the program budget.
- Establish routines and provide positive guidance to our elders.
- Communicate clearly and effectively in a manner the elder understands.
- Be familiar with emergency procedures such as CPR.
- Other duties as assigned.

Program Administration:

- Keep Elderly Nutrition program manager informed of program activities and other information.

- Develop and maintain current, accurate and confidential files of elders participating in the program.
- Develop and provide a monthly activity plan and calendar to inform caregiver of program schedule of activities.
- Under the overall supervision of the Manager of the Elderly Nutrition Program.
- The Personnel Policies and Procedures of the Sisseton Wahpeton-Oyate are the administrative guidelines used by the Program Manager for all employee actions.
- Must adhere to the policies and procedures of the Elderly Nutrition program; **however, the Sisseton Wahpeton-Oyate Policies and Procedures supersede those of the program.**

Working Conditions:

- Scheduled activities will be held at one of the four elderly center (Enemy Swim, Sisseton, Crawfordsville and Agency) which provides a clean and safe environment for our elders.
- The caregiver must be prepared to handle accidents and emergencies at any time.

Qualifications:

- Pre-employment background check is required.
- Must have a valid driver's license and ability to obtain a tribal driver's license.
- Must have or take CPR training for emergency purposes.
- High school or GED required. Prefer a background in health and working with elders.
- Must have computer skills and able to design posters and other materials for use in program activities.
- Knowledge in working with budgets and planning to develop a culturally relevant program for our elders.
- Familiar with Indian elders and ability to relate to all elders and other individuals in a respectful and courteous manner.
- Must have knowledge of the benefits of physical activities and/or a marital art or willing to obtain train.

Revised: 01/16/2020-lon

Approved by Margaret Thompson Date 01/16/2020