



RECRUITMENT NOTICE – PERSONAL CARE AIDE

RSS – Riverdale Senior Services, a nonprofit agency serving older adults and their families in the Northwest Bronx, is seeking a full-time Personal Care Aide for the Adult Day Program for Memory Loss (ADAP) team. This role provides hands-on assistance to clients with personal care needs, and responsible for essential support functions such as meals and transportation.

Job Responsibilities:

- Provide hands-on assistance and supervision with personal care needs of ADAP clients, including mobility, transfers, eating, and toileting, and using adaptive equipment such as canes, walkers, and wheelchairs; as well as needs created by dementia
- Transportation escort of ADAP clients to and from the program each day on the RSS bus, including mobility and transfers, monitoring safety, and communication with the Transportation Coordinator and ADAP Director as necessary
- All aspects of meal preparation and service in the ADAP program, including picking up of meals from the kitchen, checking temperatures, and serving them to ADAP clients.
- Maintenance of daily attendance sheets and meal counts for the ADAP program.
- In the absence of the Recreational Coordinator, conduct ADAP group activities (in-person, virtual, and/or hybrid) as designated by the Director.
- Encourage ADAP clients to participate in programs when they need additional support due to physical or cognitive limitations.
- Participation in ADAP team meetings and staff meetings as necessary.
- Support the overall operation of RSS as needed.

Other Requirements:

- Completion of initial health clearance form and yearly thereafter (in accordance with state standards)
- Proof of COVID-19 vaccination per NYC COVID Safety Mandate
- Completion of initial negative tuberculosis screening and every two years thereafter (in accordance with state standards)
- Completion of 20 hours of initial training including personal care, dementia, CPR/AED (in accordance with state standards)
- Completion of 6 hours additional training each year, including CPR/AED every two years (in accordance with state standards)

Qualifications:

- High School Diploma or equivalent
- Experience providing hands-on personal care to people with dementia
- Food Handlers Card helpful
- Computer skills such as word processing and email helpful
- High energy and enthusiasm
- Bi-lingual English/Spanish highly preferred

This is a full-time position, Monday to Friday, 8:30am-4:30pm. Salary is \$29,672 annually. Benefits include medical, dental, paid time off, and retirement after successful completion of probationary period. To apply, please send a resume and cover letter to Audrey Swanson, Director of Adult Day and Caregiver Services, at aswanson@rssny.org. No phone calls please.

RSS is an Equal Opportunity Employer

Reviewed January 2023