



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Adult Day Services Aide

Position Type: Part-time, hourly, non-exempt

Hours: Up to 26 hours/week

Location: 225 N 21st Street, Escanaba Senior Center

Wage: \$13.73

Benefits: Include paid time off, 403(b) retirement plan, and access to our Employee Assistance Program.

Job Summary: The Adult Day Services Aide is responsible for assisting with participant care activities at the ADS Center.

Qualifications:

1. High school diploma or equivalent required
2. One year of experience working with the elderly or performing nursing home care, including working with people with dementia and/or physical health concerns
3. Working knowledge of computers, strong communication skills, and willingness to work in a team-oriented environment
4. CPR certification preferred

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/2X1yo9>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



Job Title: Adult Day Services Aide
Program: Senior Services
Location: Adult Day Services Center
Classification: Non-exempt, hourly

Revised: 2/2025
Reports To: Adult Day Services Supervisor
Supervises: None

POSITION OVERVIEW

The Adult Day Services Aide is responsible for assisting with participant care activities at the ADS Center.

EDUCATION & EXPERIENCE

- High school diploma or equivalent required
- One year of experience working with the elderly or performing nursing home care, including working with people with dementia and/or physical health concerns
- CPR certification preferred

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office
- Strong communication skills
- Willingness to work in a team-oriented environment
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Assist participants with daily living activities, including toileting, feeding, exercising, and ambulating
- Assist with meal preparation, cleanup, and feeding of participants at the center
- Greet and welcome participants and families
- Escort and assist with the transfer of participants to and from cars and buses as they arrive and depart the center
- Observe participant responses to the care plan goals and objectives; record progress notes and maintain documentation pertaining to center activities
- Record and report changes to a participant's condition
- Maintain the facility's cleanliness to ensure a healthy, comfortable environment for participants
- Maintain client confidentiality
- Attend all trainings and meetings as required by the Adult Day Services Supervisor
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency & Human Resources Authority, Inc. and their funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Must be able to stand, bend, rotate and lift
- Must be able to exert up to 20 pounds of force frequently and up to 50 pounds of force occasionally

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.