



**Madison County Senior Citizens Center, Inc.**  
**280 West High Street • London, OH 43140**

Position: Adult Day Care Aide Part-Time

Reports To: Adult Care Coordinator – Executive Director

Salary Range: \$13.00 - \$18.00 per hour

Benefits: Paid time off.

Position Summary: Assist our Adult Care Clients with patience and compassion.

### Duties

- Assists in helping clients get in and out of vehicles as well as entering and leaving the building, in a safe, orderly manner.
- Assists in food preparation, serving, and clean up as needed.
- Assists with all housekeeping tasks to maintain the Adult Day Service/Wellness facility in a clean and sanitized condition, free from clutter and obstacles. These tasks include, but are not limited to: laundry, washing dishes using approved sanitizing methods, keeping the activities and multipurpose areas tidy, and ensuring that bathrooms are clean and stocked with paper products, soap, and other essentials.
- Helps maintain daily logs for attendance, activities, and notes at the end of each day.
- Assists clients with activities.
- Assist clients with personal care as needed.
- Must abide by all policies and requirements of COAAA and ODA as stated in the service specifications. (Including required CEUs)
- Other minor duties as needed for the success of the center

### Qualifications/Requirements

- A sincere ability to approach seniors with warmth and kindness.
- Good communication skills.
- High School education or equivalent.
- Acceptable BCI background check.
- Acceptable drug test.
- Complete and maintain CPR/First Aid Certification.
- Ability to lift and transfer people as necessary.