



**Foundation for Senior Care  
Fallbrook Adult Day Care Center  
Job Description**

**Job Title:** Activity & Transportation Assistant

**Job Objective:** Assists the Center Administrator and Activities Coordinator with planning and implementation of client activity programs on a daily basis. The Activity & Transportation Assistant works as an active team member providing support to participants which may include assistance with activities of daily living. The Activity & Transportation Assistant will help to maintain an organized, sanitary program environment, and ensure that daily supplies for programs and activities are maintained and organized. The Activity & Transportation Assistant will provide transportation support for center clients, using an agency vehicle.

**Duties:** Assist Center Administrator in daily care of clients, including meals, activities, hygiene and other daily assessments.

1. To assist the clients in participating in the social, recreational, and daily activities of the Center as designed by the Activities Coordinator
2. Execute and assist in all planned activities
3. Assist in the cleanliness and order of the day care center
4. Provide transportation for clients to and from partnered facilities, using an agency vehicle

**Job Skills Needed:**

1. Ability to act as Activities Coordinator in her/his absence
2. Has demonstrated a sincere desire to work with persons of all ages who may be frail, moderately handicapped, slightly confused, or have incapacitating chronic conditions.
3. Knowledge of the physical, social and mental health needs of the elderly
4. Ability to demonstrate activities in an enthusiastic and encouraging manner
5. Ability to interact with the clients, caregivers, public, other agencies, and staff in a positive, courteous, and professional manner
6. Ability to supervise, direct and motivate the clients on a daily basis
7. Possess a current CA driver's license and pass a background check; including clear driving history

**Work Hours:** The Activities Assistant can be either a full-time, part-time or per diem position as determined upon hiring, with core operating hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

**Salary Range:** \$10.00 - \$12.50 per hour

**Supervisor:** Center Administrator