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**Job Title:** Program Aide (PA)  
**Program/Dept.:** Adult Day Health Care (ADHC)  
**Classification:** Per Diem/Non-Exempt  
**Salary:** \$15.00/Hourly  
**Reports to:** Program Director  
**Location:** 4855 E. Kings Canyon Road, Fresno, CA 93727  
**Date:** September 21, 2022

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## 1. AGENCY

The Fresno Center (TFC) is a non-profit organization that was established in the past 29+ years, serving the community of Fresno County. TFC offers 20 different support services that include mental health, wellness, and healing, from immigration to education advocacy to clinical behavioral services to holistic wellness services. TFC is the one-stop shop that promotes cross-cultural understanding and cultural preservation. Eight of our 20+ programs focus on mental health services (Horticultural Therapeutic Community Centers Program, Living Well Center, Welfare-to-Work Employment Mental Health Services, Holistic Cultural and Educational Wellness Center, and Neighborhood Resource Center, California Reducing Disparity Project, Central Valley Regional Center Latino and Southeast Asian Navigator Program, and Kaiser Community Benefits Program). Our motto is to “Inspire, Encourage, and Cultivate”. Our commitment is to equip staff with the best training and practices to develop and maintain client loyalty and be the employer of choice in the Central Valley.

## 2. THE PROGRAM

TFC ADHC is a licensed adult facility that is approved by the state to provide a **medical model of care** to Medi-Cal beneficiaries through an out-patient day program for older persons and adults with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

TFC ADHC provides a variety of licensed professionals, including nurses, social workers and physical, speech and occupational therapists, focus on medical, preventive, and social care to improve health outcomes for high cost / high risk patients. Also provided are activities, personal care, hot meals, nutritional counseling, and transportation to and from the center.

The objective is to restore or maintain optimal capacity for self-care to frail elderly persons or adults with disabilities; and delay or prevent inappropriate or personally undesirable institutionalization. TFC ADHC emphasizes partnership with the participant, the family and/or caregiver, the primary care physician, and the community in working toward maintaining personal independence.

## 3. SUMMARY/OBJECTIVE

Under the direct supervision of the Activity Coordinator or members of the multidisciplinary team, the Program Aide is responsible for performing basic program services/assigned tasks.

## 4. ESSENTIAL FUNCTIONS

- 4.1. Perform other duties as required by the Activity Coordinator and/or the Program Director
- 4.2. On full-time during the hours the center provides required services 8:30am-2:30pm or as needed
- 4.3. Assist with provision of personal care services to participants, under the supervision of the center RN
- 4.4. Assist with physical and/or occupational therapy maintenance therapy services when trained by the physical and/or occupational therapist, and documenting all services provided on the same day these services are provided
- 4.5. Arrange appointments for participants outside the center
- 4.6. Assist transportation providers in helping participants get to and from the center
- 4.7. Prepare the meals delivered by the food service company for distribution and serving the meals to the participants
- 4.8. Assist participants during the meals as necessary
- 4.9. Perform other duties as required by the Administrator, PD, and their immediate supervisor
- 4.10. Depending on the aide(s) duties, he/she will report to either the center nurse or activity coordinator

## 5. MINIMUM QUALIFICATIONS:

- 5.1 Must have transportation and a valid California Driver’s License
- 5.2 Clean DMV record and valid vehicle insurance
- 5.3 Must pass background check/Live Scan and Drug Test



- 5.4 Commitment to the mission and values of the agency,
- 5.5 Committed to community building and development,
- 5.6 U.S. citizen or lawful permanent resident
- 5.7 Provide a health examination, signed by a physician
- 5.8 Must have TB clearance within 12 months prior to employment and maintain clearance annually thereafter
- 5.9 Must acquire CPR certificate within 6 months of employment
- 5.10 Able to speak, read and write English fluently
- 5.11 Physically capable both of performing the required duties and of assisting frail elderly and disabled adults, as necessary
- 5.12 Excellent case management, mentoring, coaching, and group management skills
- 5.13 Strong organizational skills with strong attention to detail
- 5.14 Effective time management skills
- 5.15 Ability to handle multiple priorities
- 5.16 Candidates must maintain confidentiality and demonstrate a high degree of integrity

**6. COMPETENCY:**

- 6.1 Strong leadership skills
- 6.2 Fluent in a Southeast Asian Language - Bilingual in Hmong language preferred
- 6.3 Knowledgeable of healthcare programs: Covered California and Medical
- 6.4 Prior knowledge and experience of governmental systems and policy changes
- 6.5 Ability to inspire, empower, and cultivate self and others,
- 6.6 Ability to adapt to various environments.
- 6.7 Strong leadership skills,
- 6.8 Ability to inspire others,
- 6.9 Ability to maintain motivation to achieve goals while dealing with challenges.

**7. SUPERVISORY RESPONSIBILITIES:**

This position has no direct reports, no level of supervision.

**8. PERSONAL QUALITIES**

- 8.1. Accountable
- 8.2. Diligent and organized
- 8.3. Ethical and loyal
- 8.4. Punctual
- 8.5. Flexible
- 8.6. Problem-solver
- 8.7. Creative
- 8.8. Honest

**9. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**10. TYPICAL WORKING CONDITIONS:**

The office setting is a normal environment. Occasionally work during early morning, evening, or weekend. May be subject to temperature variances in the office. The noise level in the work environment is usually moderate but may come excessively loud with the increased patient flow during a busy day.

**11. TYPICAL PHYSICAL DEMANDS.**

Requires sitting, standing, or walking for up to eight hours a day. Some bending, stretching, or reaching may be necessary. Lifting to 40 pounds may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

**12. POSITION TYPE AND EXPECTED HOURS OF WORK:**



This is a per diem position that will be filled in as-needed with typical work hours 8:30 am-2:30 pm, Monday to Friday. Work hours will vary from week to week.

**13. TRAVEL:**

This position will require some travel time expected for this position includes taking participants to doctor's visit and assist participants with running errands to meet their needs as stated in plan of care.

**14. REQUIRED EDUCATION AND EXPERIENCE:**

14.1. Minimum of HS diploma or GED

14.3 Willing to and capable of performing the tasks assigned by immediate supervisor(s) and/or the Program Director

14.4 Demonstrate competence in helping others by producing work history and/or references to verify competence

14.5 Qualified by education, training and/or experience to meet the needs of the program and perform duties assigned

**15. PREFERRED EDUCATION AND EXPERIENCE:**

15.1. Experience working with adults 18 or older with chronic medical, cognitive, or mental health conditions and/or disabilities that are at risk of needing institutional care.

**16. ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

N/A

**17. BENEFITS:**

None

**CLOSING DATE: Open until Filled.**

To apply, please submit a cover letter, resume, and three references **via email** to Kellie Charfauros, HR Coordinator at [kellie.charfauros@fresnocenter.org](mailto:kellie.charfauros@fresnocenter.org), with Program Aide-Per Diem in the subject line, or you can pick up an application at The Fresno Center, 4879 E. Kings Canyon Road, Fresno, CA 93727. The Fresno Center values diversity and is an affirmative action employer. All interested individuals, including women, people of color, people over forty, and persons with disabilities are encouraged to apply.