



Senior Resource  
ASSOCIATION

**Position Opening  
Certified Nursing Assistant (CNA)**

**About the Organization**

Senior Resource Association (SRA) is a 501 (c)(3) non-profit organization that provides services to support and advocate for independence and dignity of older adults throughout Indian River County. Our organization was established in 1974 to provide services and programs that promote an active, healthy, and independent lifestyle for older adults. We provide and manage the Meals on Wheels of Indian River County programs, Adult DayAway programs, In-Home Services, and Transportation for seniors and their families.

With two locations in Vero Beach and Sebastian, SRA operates the only state licensed Adult DayAway programs in the County. Our goal is to keep seniors healthy and in their own homes for as long as safely possible. Due to memory loss, brain injury, food-insecurity, and/or lack of socialization, all families have a special need for their loved one that leads them to Senior Resource Association. SRA is recognized as the lead agency in Indian River County for homebound and community-based services for seniors and adults aged 18 and older. For more details, visit [www.SeniorResourceAssociation.org](http://www.SeniorResourceAssociation.org).

**POSITION SUMMARY:**

*Under direct supervision, provides personal and individual attention, and varied daily activity to sustain independence and self-esteem of Adult Enrichment and Respite (DayAway) clients.*

**DUTIES & RESPONSIBILITIES:**

- Work within the guidelines established by the ADC Director, and governing agencies as it pertains to the care and interaction with the elderly
- Perform varied activities on a regular basis to encourage physical mobility, independence, self-esteem, and mental acuity of clients during the hours of ADC operation
- Monitor client activity to ensure physical safety and wellness
- Observe and communicate (verbal/written) unusual or inappropriate behavior of clients to ensure the safety of everyone
- Recognize and report elder abuse, neglect, and exploitation to management; works with external authorities and agencies if requested
- Assist clients with personal care, including but not limited to, cleanliness, appearance, feeding, medicine allocation, and transport of clients
- May initiate, plan and/or assists clients in crafts and other creative activities and projects
- Provide instruction, guidance and support to ADC aides as needed
- Communicate effectively with care givers, case managers and other personnel as it relates to care and well-being of clients
- Maintains cleanliness and a safe work environment for clients and coworkers
- Attend meetings and training as required

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Employee Initials/Date

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Supervisor Initials/Date



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**KNOWLEDGE, ABILITIES, & SKILLS:**

- Knowledge of elder abuse, neglect, and exploitation
- Maintain confidentiality as required
- Empathetic yet supportive with clients and care givers
- Physically support mobility of clients
- Accurate and timely communication (verbal and written)
- Adaptable to deal with sensitive or unexpected situations; always remains composed
- Participate in SRA teams, committees, meetings, training, and special events
- Standard office principles and procedure.
- Strong capabilities and knowledge of various functions of standard software application including databases, spreadsheets, standard office applications and additional systems to accomplish SRA goals.
- Good understanding of business grammar, punctuation, and writing.
- Can multi-task and prioritize demands to ensure work is completed in an accurate and timely manner.
- Use of various office equipment, such as fax, phone, and calculator.
- Communicate effectively, both orally and in writing, effective customer service and telephone etiquette.
- Establish and maintain effective work relationships throughout the organization.

**LICENSE / CERTIFICATIONS:**

- Valid Certified Nursing Assistant Certificate
- Current CPR Certification

**EDUCATION AND EXPERIENCE:**

High school diploma or GED; experience caring for seniors, physically challenged or disabled; or demonstrated experience in related field

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Employee Initials/Date

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Supervisor Initials/Date