

THE SENIOR HUB, INC.

JOB DESCRIPTION

TITLE: Program Specialist – **Extended Hours**, Adult Day Service (ADS)

PRIMARY RESPONSIBILITY:

The Program Specialist assists with the daily operations and program goals for older adults at the facility. In this role the Program Specialist will deliver outstanding customer service to guests and families that attend the program. Responsible for the planning, coordination and execution of onsite activities and offsite community integrated activities. Acts as an advocate for older adults and works in a highly collaborative manner with staff, community partners and vendors aligned with the program. Ability to work independently, self-manage daily required tasks and meet specified deadlines.

GENERAL TASKS AND DUTIES:

- Monitor and document the guest's ability to maintain prescribed activities and assist with their activities of daily living.
- Assist with the onboarding of new guests and new guest files to ensure onboarding practices and policies are met by each new program attendee
- Monitor the on-going medical needs of participants and the supervision of medications, under the direction of the QMAP
- Assists with direct care of participants during meals, bathroom breaks, etc.
- Maintain appropriate records to satisfy compliance issues with the rules and regulations of the State of Colorado, including activity participation, care plans, participant charts, medication distribution, etc.
- Follow all ADS policies as written in The Senior Hub's Adult Day Service Policy Manual.
- Co- create the monthly onsite activity calendar, and create offsite, community integrated activity calendar, and solicit outside community partners and appropriate venue locations to ensure quality activities for guests (music, art, gardening, storytelling etc.)
- Primary program staff to assist with offsite community integrated activities, as scheduled. recreational activities

SUPERVISION RECEIVED

The Program Specialist reports to the Program Director. General policy guidelines and direction are provided, but procedures used to accomplish daily assignments are usually left to the Program Specialist. Outcomes are routinely checked. The Program Specialist will also take limited direction from the contract RN monthly on tasks that include medication distribution, monitoring health indicators, incident reports, and charting, etc.

SUPERVISION EXERCISED

The Program Specialist will give direction regarding monitoring guest health indicators, incident reports, charting, and assist ADS team members and volunteers to support guest engagement and goals of the program. This team member will assist with the supervision of qualified volunteers.

MINIMUM QUALIFICATIONS

The Program Specialist must truly enjoy the company of older adults and must desire to advance the quality of their lives. **Minimum of two years of professional direct care experience** with older adults in an Adult Day Center, skilled nursing facility, home health agency or other state regulated entity, licensed to care for older adults. The Program Specialist will be a certified nursing assistant (CNA), and willing to obtain the QMAP certification in 90 days and have professional experience monitoring the ongoing medical needs of older adults. They will possess good written and verbal communication skills, strong organizational skills, and be physically able to assist participants with care while at the ADS location, as well as offsite during community integrated activities. They will have an excellent record of work attendance and punctuality. Must be able lift to 50 lbs.

PREFERRED QUALIFICATIONS:

Bilingual with verbal and written proficiencies in English and Spanish. Three years of professional direct care experience in a state regulated program or facility. Possesses a **current** QMAP certification.

SALARY: \$18– \$21 per hour based on applicable skills, background, and work experience in a comparable field. Benefits include:

- Continuing education (*dementia specific training modules, nationally recognized*)
- 403 B with employer match of 3%
- Medical
- Dental
- VSP Vision – employer paid
- 11 paid Holidays
- Quarterly scheduled wellness days

HOURS: 8:30am – 5:00pm, Tuesday, Thursday, Friday and Saturday, extended hours on Wednesday (negotiable)

APPLICATION AND JOB INFORMATION

This is a FULL-TIME non-exempt position. Resumes and inquiries should be directed to Jennifer Kucera, jkucera@seniorhub.org. No phone calls please.

The Senior Hub is an equal opportunity employer and committed to diversity and inclusion in the workplace.