



TITLE: Family Care Coordinator Assistant

LINE OF AUTHORITY:

Reports to and works under the supervision of the Executive Director and Family Care Coordinator

MAJOR FUNCTIONS:

1. Responsible for assisting with the developing, implementing, maintaining and evaluating the on-going program of creative enrichment activities for program participants offering personalized assistance and activities according to participant abilities.
2. Possess a thorough knowledge of all policies, procedures, goals and objectives of the program.
3. Assist with maintaining accurate and up-to-date participant records regarding behavior, special concerns, observations, intervention strategies, and progress reflecting the social therapeutic atmosphere of the program.
4. Assist with various inquiries, intakes, resources, and marketing.
5. Assist with staff and volunteers in evaluating the program and activities to fit the needs of participants.
6. Assist with caregiver support group, set up, programming, scheduling and reminding sponsors and speakers of dates.
7. Reflect a professional attitude and appearance in all dealings with staff, participants, families, volunteers, church members, the general public, and other professionals.
8. Assume responsibility for the program in the absence of the Family Care Coordinator.

DUTIES:

1. Assume the assistant role with the Family Care Coordinator in developing and maintaining an on-going program for participants meeting their needs and abilities.
2. Assist with the development, implementation, and evaluation of participant care plans, monthly assessments and intakes. This is accomplished in conjunction with other staff members as you observe participants and any changes that occur.
3. Attend training and educational opportunities to better understand how to serve seniors with cognitive impairments and their caregivers to improve job expertise and efficiency as required by licensure standards.
4. Assist in regular duties designated by the Executive Director and Family Care Coordinator such as preparation of charts, family folders, med charts, keeping forms up to date and available, assist and monitoring medications.
5. Attend staff meetings and planning sessions.
6. Attend and participate in any in-service training /educational workshops to improve job expertise and efficiency as required by licensure standards.
7. Constantly evaluate self in terms of effectiveness, patience, efficiency, understanding, positive attitude, enthusiasm and kindness as exhibited with participants, their families, volunteers and staff members, and the general public.

QUALIFICATIONS:

1. Must possess a bachelor's degree from an accredited institution with a major course work in one or more of the following: social work, sociology, psychology, child and family studies, human services, art, music, gerontology, occupational or recreational therapy or nursing. Appropriate experience may substitute for college degree.
2. Must possess a minimum of two years' experience working with the elderly, handicapped, or in other people-related work as a paid professional or volunteer.

3. Must demonstrate knowledge and understanding of the needs and concerns of the elderly, disabled and individuals with functioning impairments along with the ability to plan and implement appropriate structured programs for group and individual activities.
4. Must possess a genuine interest in and respect for people, especially the elderly with impairment functioning, be accepting of people as they are, and be sensitive to and respectful of their needs.
5. Must display a professional attitude and well-groomed appearance in all dealings with staff, participants, families, volunteers, church members, and the public.
6. Must not exhibit any behavior that could jeopardize the safety of CADES participants and staff.
7. Must possess qualities of pleasant positive attitude, patience, understanding, flexibility sense of humor, mature judgment and healthy mental attitude.
8. Must exhibit enthusiasm, dependability, initiative, and a willingness to accept constructive direction.
9. Must possess excellent written and verbal communication skills.
10. Must provide a physician's statement indicating the absence of any communicable disease.
11. Must possess certification in C.P.R. and First Aid, or be willing to attend training classes for certification.
12. Must submit (3) letters of recommendation indicating character and skills appropriate for the position.