

PROGRAM SPECIALIST

DEPARTMENT: Williams Adult Day Center
SUPERVISOR: Program Coordinator

Approved by: Chief Operating Officer

Date: November 2021

FLSA: Non-exempt

POSITION SUMMARY

Implement the daily program of activities and provide support and socialization to participants.

QUALIFICATIONS

Education, Experience, Training:

High school graduate with training and/or experience with geriatrics or working with people with dementia required. Some college preferred. Must maintain current CPR and First Aide certification.

Knowledge, Skills, Ability:

- Good interpersonal and communication skills
- Good presentation and multi-tasking skills
- Ability to work as part of a team
- Knowledge of elder care issues

Physical Requirements:

Lifting of 25 pounds or more, ability to stand and walk most of the workday, talking, listening. Annual medical verification of freedom from communicable diseases. Not substantially exposed to adverse environmental conditions.

ESSENTIAL FUNCTIONS

70% Develops and presents special programs to participants; opens or closes the Center as needed; works with students, interns and volunteers as needed; maintains materials needed for programs; follows safety guidelines in use of cleaning, craft or beauty products.

30% Participates in the preparation and serving of meals and snacks; provides direct care as needed by participants; assists with personal care as needed; helps to maintain a clean and safe environment; may answer phones, greet visitors and assist participants safely into and out of the center.

SUPERVISORY RESPONSIBILITIES

Responsible for own work only.

AUTHORITY/ACCOUNTABILITY

Assures presentations are appropriate and helpful to participants, and encourages group participation.

PROBLEM SOLVING

Resolves issues regarding participant needs and continuing program effectiveness.

Employee Signature

Date