

Among Friends On-site Program Coordinator

Among Friends is a locally-run social respite day program for older adults with memory loss and providing time for caregivers to refresh and renew.

Position description: The Coordinator manages the daily activities, works directly with participants, coordinates volunteers, maintains records, and positively represents the Among Friends program. Wages start at \$20.00 per hour (based on experience). Program hours are Tuesdays and Thursday from 8:30 to 3:30. The actual participant contact time will be 9:00am-3:00 pm. The additional hours will be used for preparation, intake interviews, record keeping and attending meetings directed by the board.. Total hours will be 25 per week.

Daily program 9 AM TO 3 PM

- Prepares activities, leads activities, and coordinates with volunteer leaders of specialized activities.
- Monitors all participants carefully
- Ensures physical environment is safe
- Takes charge in an emergency
- Communicates with the caterer about each week's food order
- Does shopping or seeing donations for supplies, coffee/tea, and snacks
- Maintains accurate records of both participant and volunteer hours for every session

Coordinates volunteers

- Assigns, oversees, and models interactions between volunteers and participants
- Delegates tasks to volunteers; recognizes and affirms volunteer service often
- Recruit a volunteer to send birthday, sympathy, and thank you cards as needed
- Assists in orientation and training of volunteers as assigned

Offers emotional support and encouragement to family caregivers

- Provides written and verbal reports to caregivers of their loved one's daily activities and social interactions
- Files a copy of all reports in each participant's file
- Provides information regarding community resources for individuals experiencing dementia and their caregivers

Provides administration work and support

- Assists with maintaining, adhering to, and communicating policies and procedures to volunteers and Board
- Conducts intake interviews
- Keeps daily records for each participant and produces weekly detailed reports
- Prepares and distributes monthly invoices for families or social agencies
- Responds to telephone and website inquiries 9:00-4:00 Monday-Friday once per day
- Provides a written monthly report to the Board
- Checks Among Friends email account twice per day
- Works with the Board to accomplish the goals of the program.
- Performs other duties as assigned

Education and Experience

A college degree in social work, psychology, human development or social services preferred. An individual with a high school diploma, who has worked with elderly or young adults with disabilities or individuals with chronic health conditions (ie Parkinson's, MS, etc) will be considered for this position.

Updated May 2024

Requirements and Expectations

- Adheres to mission, constitution, and direction of the Board
- Promotes and protects the rights of participants by maintaining confidentiality, dignity, and privacy following HIPAA protocols
- Performs all duties in a polite, respectful, courteous, kind, compassionate, and team-oriented manner.
- Works ethically and honestly.
- Is punctual and dependable.
- Has knowledge of the principles, rules, materials and equipment requirements for a social day respite program for individuals living with dementia and their caregivers; thorough knowledge of the philosophy and objectives for aging, cognitive or sensory impairment or mobility changes, including psychology and sociology and personal health and hygiene; and has thorough knowledge of Alzheimer's disease and dementias.
- Required online training program for dementia caregivers, approved by the Board, must be completed within 60 days of employment .

Qualification: This position requires someone with strong leadership skills, self-motivation, and an ability to complete tasks in a timely and appropriate fashion.

To apply for this position contact Bonnie Jones-Witthuhn at amongfriendsrf@gmail.com.

Or 715-293-2561