

Program Specialist

DEPARTMENT: House of Welcome Adult Day Services

REPORTS TO: Program Manager, House of Welcome Adult Day Services

FLSA STATUS: Exempt

LOCATION: Northfield, IL

PT/FT: Full-time

SUMMARY: Works with the House of Welcome (HOW) Adult Day Services Day Program, a specialized dementia adult day program that offers participants structured, therapeutic, small-group activities in a comfortable, homelike setting. The **Program Specialist** is responsible for activity programming and participant care.

DUTIES AND RESPONSIBILITIES:

- Plans and implements activities for program participants.
- Responsible for care and safety of program participants, physically assisting them with activities of daily living, monitoring their whereabouts and needs, and monitoring the environment.
- Communicates with family caregivers about relevant participant issues.
- Responsible for recordkeeping.
- Communicates regularly and effectively with HOW team and works effectively as a team member.
- Demonstrates knowledge of Alzheimer's disease and other dementias.
- Demonstrates proficiency in person-centered dementia care.
- Attends staff meetings.
- Performs other related duties as assigned by management.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- Bachelor's Degree (BA, BS, BSW) from four-year college or university in social work, healthcare, recreational therapy, or similar, related field
- Master's Degree in social work, counseling, or creative arts therapy, preferred
- Other skills required:
 - Interest in and ability to work with older, impaired population
 - Maturity, reliability, flexibility
 - Ability to work on a team in a group setting
 - Knowledge of the aging process and chronic disorders including Alzheimer's disease and other dementias, preferred
 - Skills/experience in working with persons with dementia, preferred

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.