

JOB TITLE: Virtual Program Coordinator

EMPLOYER: North Shore Senior Center

DEPARTMENT: House of Welcome Adult Day Services

REPORTS TO: Program Manager

FLSA STATUS: Non-Exempt

PT/FT: Part-time (20-25 hours/week)

LOCATION: House of Welcome Adult Day Services in Northfield, IL

SUMMARY: Responsible for virtual activity programming at House of Welcome (HOW) Adult Day Services Day Program, a specialized dementia adult day program.

DUTIES AND RESPONSIBILITIES:

- Plans and implements activities for program participants in virtual groups and one-on-one interactions.
- Responsible for developing and updating program materials as needed, including “how to” documents.
- Provides technology support for participants/participants’ families to maximize participation in virtual activities, as needed.
- 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) in social work, healthcare, recreational therapy, or similar, related field, or equivalent combination of education and experience
- Master’s Degree in social work, counseling, or creative arts therapy, preferred
- Other skills required:
 - Skills and experience working with person living with dementia or other cognitive impairments
 - Knowledge of the aging process and chronic disorders including Alzheimer’s disease and other dementias
 - Maturity, reliability, flexibility
 - Ability to work on a team in a group setting
 - Ability to function independently

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