

**JOB TITLE:** Program Coordinator-Adult Day Services

**LOCATION:** Northfield, IL

**This position is full-time, Monday-Friday, Days! We offer 11 paid holidays and a generous PTO bank!**

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of Program Coordinator for our Adult Day Services Program.

NSSC is a small non-profit social services agency with just over 100 employees. For the third year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

The Program Coordinator 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 Coordinator is responsible for activity programming and participant care.

#### **DUTIES AND RESPONSIBILITIES:**

- Plans and implements activities for program participants (onsite in groups and one-on-one interactions).
- 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.

#### **QUALIFICATIONS:**

- Associate Degree in social services or human services related field or equivalent combination of training and experience
- Bachelor's Degree (BA, BS, BSW) in social work, healthcare, recreational therapy, or similar, related field, or equivalent combination of education and experience, 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

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**To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).**

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*