



JOB ANNOUNCEMENT

Under the sponsorship of Hamilton-Madison House, the Social Adult Day Services program provides services with the goal of improving the quality of life for older adults aged 60 and over with dementia or related cognitive impairments by providing meaningful social activities, based on assessment of their strengths and interests, which will engage them, and promote self-esteem and a sense of achievement. The program aide is an integral part of the SADS interdisciplinary team, assisting in the planning and implementation of individual and group services as determined by program requirements. This position reports to the Program Coordinator of the SADS

Minimum Qualifications:

- High School Graduate or GED required; Community College graduate preferred
- Strong commitment to mission of Social Adult Day Services program
- Nonjudgmental, socially perceptive, empathic and a good listener
- Sensitivity to and understanding of the needs of the elderly. Prior experience working with older adults desirable
- Highly organized and detail oriented; able to plan, manage and successfully complete multiple concurrent projects, frequently with short deadlines
- Ability to handle complex and difficult situations in a professional manner. Demonstrated ability to conduct one's self in a calm and professional demeanor when dealing with the public and/or with difficult situations
- Ability to develop collaborative relationships with professional staff and community groups
- Excellent verbal and written communication skills
- Understanding and appreciation of the role of race, religion, ethnicity, sexual preference and individual values as it relates to serving clients and their families. Commitment to diversity and ability to work with diverse population of seniors, volunteers and staff
- Experience in handling health and safety situations related to older adults; Completion of Food Safety Certificate required
- CPR certification desirable
- Bilingual required: English/Cantonese

Responsibilities:

- Assists in the planning and implementation of social, educational, recreational and health promotion activities
- Assists in ensuring the safety and well-being of participants including maintain order at all times, especially during emergency situations, meal service, travel activities and special events
- Maintains accurate client records are completed in a timely manner
- Observes and documents participant's daily activities and service plan and notifies program supervisor of any changes, issues/problems or observations with regard to clients and/or caregivers
- Assists in serving breakfast, lunch and snacks
- Assures maintenance of client confidentiality
- Adheres to Client Bill of Rights and Hamilton-Madison House Code of Conduct

- Assures program area is neat, organized and ready for program activities
- Supports the successful implementation of group activities including educational programs and socialization activities
- Participates in case conferences, staff meetings and training sessions
- Other duties as determined by Program Coordinator and required by funding sources

Compensation: Commensurate with qualifications and experience

Hours: 25 hours per week, Monday to Friday

To Apply: Submit cover letter and resume to:

Fax: 212-349-2793

Email: hrdept@hmhonline.org

Posting Date: July 31, 2019

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer