



ROGERSON COMMUNITIES

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ROGERSON HOUSE

POSITION: Day Program Coordinator

SUPERVISOR: Director of Programs

LOCATION: Jamaica Plain, MA

FSLA STATUS: Full Time, Non-Exempt

SUMMARY OF RESPONSIBILITIES:

The Day Program Coordinator shall plan, implement and coordinate operation of expressive therapy programs for participants within and outside the facility. This position is responsible for producing a varied program that meets the psychosocial needs of the dementia participants, enhances self-esteem, promotes positive emotion and contributes to their overall quality of life.

GENERAL QUALIFICATIONS:

- Sensitive to issues of aging, needs of the dementia participant and diverse populations.
- Ability to be flexible with work assignments, other departments and schedule changes.
- Experience in working with geriatric population.
- Ability to follow written and spoken English.
- Ability to work as a team player, promoting good relations with other managers, co-workers, families and participants.

SPECIFIC QUALIFICATIONS:

- Advanced degree in Expressive Therapy or related field
- Two years satisfactory employment in expressive therapy in an elder or Alzheimer's care facility.
- Experience in planning and programming group expressive therapy programs for elders or memory-impaired persons.
- Ability to communicate clearly verbally and in writing.

SPECIFIC RESPONSIBILITIES:

- Develop and submit to supervisor in advance a dynamic and varied monthly calendar.
- Prepare daily census sheets and track participant attendance accordingly.
- Drive Rogerson House van and assist with transportation for outings as needed.
- Ensure that the expressive therapy program recognizes the unique abilities of each participant and continuously adapt program to meet changes in cognitive or physical abilities.
- Implement and lead Expressive Therapy groups for the Alzheimer's participant.



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- Train employees on the approach and structure of Alzheimer's groups and support program assistants.
- Assist in orientation of new participants to program structure.
- Follow through on program goals and objectives as established by the team.
- Organize and implement holiday and family events.
- Maintain an open line of communication with other staff, volunteers, outside service providers, and families.
- Participate in the development and implementation of care plans.
- Observe and report any change in health or mental status of participants.
- Encourage, but not force participation in Expressive Therapy groups.
- Lead music, expressive therapy and generic groups daily in the Day Program.
- Coordinate 1:1 sessions with those participants who don't attend groups.
- Responsible for making economical program supply purchases, ensuring that there are enough materials on hand so that programs can be carried out as planned.
- Maintain and organize stock of supplies and arrange entertainment within parameters of budget.
- Attend and actively participate in all staff meetings and in-services.
- Plan and implement community outings on a regular basis.
- Implement and coordinate volunteers for activity programs.
- Provide back-up coverage for the Director of Programs
- Perform other duties as assigned or requested from time to time by supervisor or other managers.

To Apply:

Interested applicants can send resume, cover letter and salary requirements by one of the following options:

E-mail: careers@rogerson.org (Please indicate job title in subject of e-mail)

Fax: 617-469-5861 c/o HR Department

Mail: HR Department- Rogerson Communities 1 Florence Street Boston, MA 02131

Rogerson Communities provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

Rogerson Communities offers a comfortable working environment along with paid time off and other benefits.