



POSITION: Day Program Coordinator
SUPERVISOR: Director of Programs
LOCATION: Jamaica Plain, MA
FLSA STATUS: Non-Exempt, Full Time

ABOUT ROGERSON COMMUNITIES:

With over 150 years of experience, Rogerson Communities has grown to provide a network of innovative, accessible, affordable housing and services for elders, persons with disabilities, and the working poor in the Greater Boston area. This is an opportunity to join a team that pioneered Adult Day Health programs that support elderly and low-income men and women by enhancing dignity, self-reliance and vitality. Rogerson Communities is committed to providing the people it serves the highest quality of care and is looking for individuals who share this vision.

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.

REQUIRED EDUCATION/EXPERIENCE:

- Advanced degree in Expressive Therapy or related field.
- Sensitive to issues of aging, needs of the dementia participant and diverse populations.
- 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.

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.
- 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.

FUNCTIONAL QUALIFICATIONS:

- Standing: 34% to 66% of the time
- Walking: 34% to 66% of the time
- Balancing: 34% to 66% of the time
- Stooping: 34% to 66% of the time
- Kneeling: 34% to 66% of the time
- Crouching: 34% to 66% of the time
- Reaching/working overhead: 34% to 66% of the time
- Pushing: 34% to 66% of the time 20+ pounds
- Pulling: 34% to 66% of the time 20+ pounds
- Lifting/carrying: 34% to 66% of the time 20+ pounds

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 competitive benefits including health, dental, vision, retirement, paid time off and other benefits.