



ROGERSON COMMUNITIES

dignity. longevity. **vitality.**

POSITION: PROGRAM ASSISTANT (Day Shifts, including Saturday)
SUPERVISOR: Program Director
LOCATION (S): Greater Boston: Roslindale, Roxbury, Jamaica Plain
FLSA STATUS: Per Diem, Non-Exempt

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 Program Assistant is responsible for supporting multidisciplinary teams in the implementation of program services and meeting the needs of individual participants.

REQUIRED EDUCATION/EXPERIENCE:

- A high school diploma or equivalent
- One or more years of experience working with adults in a health-care or social service setting.
- Sensitivity to the needs of disabled adults from a variety of socioeconomic backgrounds.
- Ability to execute basic transfer techniques and ability to lift moderate weight without injury.
- Certified Nursing Assistant certification strongly preferred.
- Bilingual, strongly preferred but not required.
- Flexibility to travel to programs in Roslindale, Jamaica Plain and 2 sites in Roxbury, as requested by supervisor.

SPECIFIC RESPONSIBILITIES:

- Provide participants with assistance in the Activities of Daily Living such as: eating and toileting.
- Lead or assist engaging therapeutic activities as planned.
- Assist clinical staff in implementing participant care plans.
- Observe and report any change in participant's health or mental status to program manager and/or clinical staff
- Keep all activity areas, dining areas and rest rooms neat and picked up.
- Help with preparation, serving and clean up of meal time, as assigned and as needed.
- Assist participants on and off vans and in and out of the program as assigned.
- Perform other program related duties as deemed necessary by supervisor.

FUNCTIONAL QUALIFICATIONS:

Standing: 34% to 66% of the time
Balancing: 34% to 66% of the time

Walking: 34% to 66% of the time
Stooping: 34% to 66% of the time



ROGERSON COMMUNITIES

dignity. longevity. **vitality.**

Kneeling: 34% to 66% of the time

Reaching/working overhead: 34% to 66% of the time

Pulling: 34% to 66% of the time 10-20 pounds

Crouching: 34% to 66% of the time

Pushing: 34% to 66% of the time 10-20 pounds

Lifting/carrying: 34% to 66% of the time 10-20 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.