

**Social Day Program Coordinator - Part time  
Council on Aging  
Town of Scituate**

This position is part-time, up to 18 hour per week, and is a non-union, non-benefited position with the Scituate Council on Aging. The job description is below. Shift and schedule to be determined, although typical schedule will be daytime hours, two to three days per week. The position is compensated at \$25.72 to \$28.39 per hour.

The program and position are funded for two years. Program continuation is contingent on annual appropriation.

Interested applicants should submit a Town employment application, cover letter, resume and three references to [HR@scituatema.gov](mailto:HR@scituatema.gov) or via mail to Human Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. AA/EEO/ADA.

**Position Title:** Social Day Program Coordinator - Part time

**Statement of Duties**

Under the general supervision of the Council on Aging Director, this position oversees the development and general operation of the social day/respice program for seniors with early-stage Alzheimer's/Dementia to provide respite to their caregivers and to offer an opportunity to keep participants stimulated and active while acknowledging their cognitive limitations. The Program Coordinator is responsible for developing a variety of appropriate activities to interest and stimulate the target group attending program designed for 60+ with a diagnosis of early-stage Alzheimer's or dementia. The Social Day Program provides day programming up to two days per week, over the duration of a 5-hour day.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Responsible for the daily operation of the Senior Center's Social Day Program.
- Conducts initial screening and review of program applicants. Conducts interviews with program applicants and their caregivers to determine suitability for program participation.
- Conducts ongoing evaluation and assessment of program participants.
- Develops curriculum for the program.
- Identifies activities appropriate for engaging the group.
- Leads or oversees all program activities, meals and exercise programs for participants.
- Engages speakers, entertainers, or other supplemental activity leaders for the program.
- Oversees all marketing responsibilities for program including providing updates and other contributions the Senior Center Newsletter, engaging community members and reaching out to providers.
- In conjunction with the Transportation Coordinator, arranges for transportation of participants and field trips, accompanying participants.
- Oversees program volunteers and arranges for or provides all necessary volunteer training.
- Engages speakers, entertainers, or other activity leaders for the program.
- Responds to needs of participants, as they arise, utilizing assistance of caregivers, Senior Center support staff, and/or external resources.
- Maintains confidentiality of participant information, sharing only on a need to know basis with appropriate release(s) of information obtained as necessary.
- Identifies and procures resources and materials for program, working directly with COA administration and the Accounting Department to establish vendors and process invoices.

- Performs related duties as required or necessitated as situation dictates.

### **Recommended Minimum Qualifications:**

#### Education, Training and Experience

Bachelor's Degree in human services, social work, gerontology, or a related field strongly preferred. Minimum two (2) years of experience in social service preferably working with an elderly population. Prior municipal experience helpful. Skilled experience in technology applications preferred. Any equivalent combination of education, training, and experience acceptable.

#### Special Requirements

Massachusetts Driver's license required.  
Certification in CPR, first aid, and AED.

#### Knowledge, Ability and Skill:

*Knowledge:* Knowledge of the issues surrounding the elderly/aging process and the needs and concerns of the elderly. Familiarity with the federal and state services and local resources available to the elderly. Knowledge of grant writing helpful.

*Ability:* Ability to deal tactfully, patiently and appropriately with elderly clients. Ability to maintain and respect the confidentiality of elderly clients especially as it relates to HIPAA requirements. Ability to develop effective and constructive working relationships with the elderly and service providers. Ability to assess the needs of the elderly and design and coordinate appropriate services and programs to accommodate these needs. Ability to communicate effectively, orally and in writing.

*Skill:* Excellent customer service and public relations skills. Excellent oral and written communication skills.

#### Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks require the ability to exert very moderate physical effort in light work, typically involving moving/transporting objects and materials of moderate weight (up to 30 pounds). Ability to operate a motor vehicle.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*