

JOB TITLE: Mind Matters Program Coordinator

EMPLOYER: North Shore Senior Center

FLSA STATUS: Non-exempt

LOCATION: Arthur C. Nielson, Jr. Campus, Northfield, IL and the community

PT/FT: Part-time (14 hours/week)

Are you passionate about serving older adults? Would you like to make a difference in the lives of those we serve? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a Mind Matters Program Manager.

NSSC is a small non-profit social services agency with just over 100 employees. For the fourth year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of older adults.

SUMMARY:

Plans and facilitates program activities for the Mind Matters Early Memory Loss Program. Program meets at the Arthur C. Nielsen, Jr. Campus in Northfield and at locations in the community.

DUTIES AND RESPONSIBILITIES:

- Assesses and enrolls participants in early memory loss support program and coordinates with family caregivers to provide supportive care management
- Plans and implements activities for participants in early memory loss support program
- Communicates with family caregivers about participant issues
- Responsible for recordkeeping and communicating regularly and effectively with HOW team and working effectively as a team member
- Participates in regular supervision
- Demonstrates knowledge of Alzheimer's disease and other dementias
- Demonstrates proficiency in person-centered dementia care
- Demonstrates effective clinical assessment and care management skills
- Demonstrates knowledge of community resources
- Completes a minimum of 18 hours of continuing education each year
- Attends scheduled staff meetings
- Performs other related duties as assigned by management

QUALIFICATIONS:

- Bachelor's Degree (BA, BS, BSW) in social work, healthcare, recreational therapy, or similar, related field.
- Master's degree preferred
- Certificates, licenses, and registrations required: Current CPR/AED and First Aid certifications, may be obtained upon hire
- At least 1 year clinical experience with older adults
- Computer skills required: Microsoft Office Suite; ability to learn internal proprietary database
- Other skills required:

- Interest in and ability to work with older, impaired population
- Maturity, reliability, flexibility
- Ability to work on a team in a group setting
- Knowledge of the aging process and chronic disorders, including Alzheimer's disease and other dementias, preferred
- Skills and experience in working with persons with dementia, preferred
- Experience with providing person-centered dementia care
- Knowledge of the aging process and chronic disorders, including Alzheimer's disease and other dementias
- Sensitivity to cultural diversity
- Maturity, reliability, flexibility
- Ability to work in a fast-paced group setting
- Current driver's license and access to a car

To be considered for this position, please send your resume and salary requirements to hr@nssc.org.

EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race (including traits associated with race including, but not limited to, hair texture and protective hairstyles such as braids, locks and twists), color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.