



Position Announcement

Adult Day Program Coordinator

About Us:

We are an award-winning, nationally recognized adult day program for people living with dementia and their carepartners located at the Memory Hub, a dementia friendly community supported by the University of Washington Memory and Brain Wellness Center. We are known for our innovative, Spirit-Centered Care® philosophy that believes each person, regardless of cognition, can learn, grow and experience joy in a nurturing and stimulating environment. We are looking for a program coordinator to oversee our adult day programs.

Position Overview:

The program coordinator is the primary point person for the Elderwise day program and is responsible for overseeing both our Seattle and Bellevue locations. This position involves forming meaningful relationships with and supporting participants, carepartners, facilitators and volunteers while making sure the programs are running smoothly plus managing data relations. The coordinator collaborates closely with the Memory Hub staff and community partners in a welcoming, supportive, uplifting and creative environment. The program coordinator works closely with the program director.

Job Duties:

- Perform intake communications with potential participants and families.
- Conduct in person assessments of potential participants.
- Conduct program tours and share information with visitors.
- Provide ongoing communication with families, including updating them on participant participation, transportation arrangements, weather and emergencies.
- Complete participant documentation in conjunction with program facilitators in a timely manner.
- Maintain, update and organize digital data, including community dementia-specific resources and referrals.
- Track program attendance and conduct on-line program surveys.

- Hold regular meetings for program facilitators and volunteers.
- Coordinate and schedule staff and volunteer trainings.
- Provide program support including serving lunches as needed.
- Participate in on-going collaboration with the Memory Hub staff.
- Schedule staff and volunteers and maintain the google calendar.
- Ensure that staff and volunteers are up-to-date on emergency procedures, CPR and food handlers' certifications + cultural competencies.
- Maintain close communication with program facilitators regarding participant support or supply needs.
- Coordinate visiting musicians, artists and students.
- Work with the administration team on special projects, including newsletters and annual events.
- Share program information and photos with social media and website staff.

Qualifications:

- Bachelor's degree in social work or related field.
- Experience working with older adults and their families who vary by race, sexual orientation, gender identity, socioeconomic status and disability.
- Experience working with people who are living with dementia.
- Skills in conducting assessments.
- Skills in working effectively with volunteers.
- Capacity to be flexible, work independently and as part of a team.
- Strong organisational and communication skills.
- Experience with Google Suite and Zoom.
- Values customer service.
- Ability to lift 50 lbs.
- Positive, can-do attitude.

Compensation and Hours:

This is a part-time, 20 hour per week position. Compensation is based on experience \$24-27/hour. We do not offer benefits at this time.

How To Apply:

Please email a cover letter and resume to info@elderwise.org. The position is open until filled but priority will be given to applications received by February 14th, 2025.