



## Job Posting

The Jewish Community Center has an opening for a **Recreation Program Coordinator** to join our Adult Day Center team. This full time, exempt position is scheduled to work 9:00am to 5:30pm, Monday – Friday and occasional evenings or weekends for coverage and/or special events and support groups. Full time employees at the J are eligible for benefits including medical, dental, life, ad&d, and long-term disability insurances; a company sponsored pension; 403b plan for your savings; paid vacation, sick and holiday time; and complimentary membership to the J along with program discounts.

Our licensed Adult Day Center is located at our Creve Coeur location and is open Monday-Friday, 7:00am to 6:00pm. Two unique programs are offered through the ADC: IN which is geared to support young adults with skill development and CONNECTIONS which is aimed to support older adults and those who require assistance with activities of daily living. The Recreation Program Coordinator is primarily responsible for developing and managing activities for the CONNECTIONS program, and assisting when necessary to support participants of the IN program.

### Summary:

The Recreation Program Coordinator oversees, and utilizes, a wide range of activity and community based interventions and techniques to improve the physical, cognitive, emotional, social, and leisure needs of the participants of the ADC. Together with the multidisciplinary care team and activity staff, the Recreation Program Coordinator plans and implements activities that are stimulating and engaging for our participants to meet individual care plan outcomes; including but not limited to intergenerational, music, arts, modified sports/exercise, iPad and Wii technology, and reminiscence activities. The Recreation Program Coordinator is responsible for conducting initial eligibility assessments to develop individualized care plan goals that will assist clients to develop skills, knowledge, and behaviors for daily living and community involvement.

### Responsibilities:

- Hire, train and supervise a team of Activity Assistants.
- Create, implement, and evaluate social, recreational and educational programs together with the team.
- Keep abreast of trends within this service field, and design/introduce new activities to meet evolving client needs.
- Produce a monthly activities calendar and newsletter to be followed by the team, and shared with participants and their caregivers.
- Work collaboratively with the IN Program Coordinator to plan and carryout special events, program schedules and daily activity logistics.

- Coordinate with ADC administrators and JCC Program Staff to plan and coordinate inter-departmental programs.
- Supervise, assist and lead the daily scheduled activities.
- Together with activity staff, manage the Wander Guard system daily at drop off and pick-up.
- Provide dining room coverage for 30 minutes while the participants are eating lunch. Assist with meal service and clean up.
- Assist participants in mobility and personal care as necessary.
- Decorate Activity Room and Dining Room monthly or as the season changes.
- Develop, manage and report on the recreation and activity budget monthly.
- Responsible for ordering/purchasing supplies for the activity department. Maintain accurate records of P-Card purchases in accordance with Accounting procedures.
- Maintain records required for grant/special fund requirements and complete reimbursement requests monthly.
- Ensure all documentation is completed in a timely manner, including: daily progress notes, weekly Care Plan goal reports and monthly charting on assigned participants, as well as observation/incident reports as needed.
- Conduct assessments for all new participants to assist the ADC team with determining eligibility, as well as periodic reassessments according to schedule or as needed.
- Work with the JCC Volunteer Coordinator to identify new volunteer opportunities, recruit and onboard volunteers. Oversee current volunteers to ensure a great experience for both the volunteer and the Adult Day Center.
- Participate in staff program development and weekly care plan meetings.
- Attend staff meetings, committee meetings, marketing events, facilitate support groups and training as requested. Assist with agency events and programs as requested.
- Follow all departmental policies and procedures. Must know and follow state licensure requirements as well as requirements of other funders (Department of Mental Health, VA, etc.). Know and understand the responsibilities of other ADC staff in order to support the team.
- All other duties as assigned by department director.

#### **Qualifications:**

- BA/BS in related Human Services field of study is required; master's degree is preferred.
- Current certification as a Certified Therapeutic Recreation Specialist OR Occupational Therapist strongly preferred.
- Current Activities Director certificate is preferred.
- Experience providing support to individual(s) with Alzheimer's or other dementias, Parkinson's disease, Multiple Sclerosis, and/or other cognitive impairments is required.
- Must have minimum 2 years of supervisory experience.
- Prior experience working with ID/DD populations; including those with cognitive and physical impairments, or medically fragile is preferred.
- Prior experience working within an adult day program setting is desired.
- Prior experience planning and leading activities to the population served preferred.
- Must possess the ability to interact professionally and effectively within a teamwork oriented setting, with staff, supervisors and clients (participants and families).
- Prior experience with operational guidelines for Medicaid Waiver, VA, DMH, and MEAAA day services is preferred.

- Must be proficient with Microsoft Office Suite (Word, Excel, Access, Power Point, Outlook) is required. Prior experience learning and using client healthcare database systems is desired; use of such a system is required in this role.
- Visual and auditory acuity with good communication skills to understand and interpret written materials and oral instructions required.
- Excellent written and oral communication skills are required.
- Physical ability to lift 40 pounds, transfer participants (on occasion up to 250 pounds) and assist participants with mobility.

Per our licensure, Adult Day Center employees are required to become registered with the MO Family Care Safety Registry. Active registration must be maintained for continued employment at our center.

American Red Cross CPR/AED/First Aid certification, TB testing, and Hepatitis A vaccine are required in this role per licensure. JCC provides training and or re-certification, testing, and vaccine if employee does not already have.

To learn more about JCC, please see our website [www.jccstl.org](http://www.jccstl.org)

To apply, please send your cover letter, resume and completed application to [careers@jccstl.org](mailto:careers@jccstl.org). Please note the title of the position you are applying for in the subject line of your email. Our employment application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify.