



## Job Posting

The Jewish Community Center has an opening for a **Recreational Program Coordinator** to join our Adult Day Center team. This full-time, exempt position is scheduled to work 9am to 5:30pm, Monday – Friday and occasional evenings or weekends for coverage of special events and support groups.

Our licensed Adult Day Center is located at our Creve Coeur location and is open Monday-Friday, 7am to 6pm. 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.

### Summary:

The Recreational Program Coordinator 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, plan and implement activities which are engaging and meet individual care plan outcomes; including but not limited to intergenerational, music, arts, modified sports/exercise, iPad and Wii technology, and reminiscence activities. The Recreational 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 in field and design/introduce new activities to meet client needs.
- Produce a monthly activities calendar which is followed and can be shared with staff and participants
- Develop, manage and report on the activity budget and records required for grant/special fund requirements.
- Supervise and help lead the daily scheduled activities.
- Together with activity staff, manage the Wander Guard system daily at drop off and pick up.
- Participate in staff, program development and weekly care plan meetings.
- Perform monthly charting on assigned participants, as well as log daily observations as needed.

- Conduct assessments for all new participants to assist the ADC team with determining eligibility.
- Decorate Activity Room and Dining Room monthly or as the season changes.
- Responsible for ordering/purchasing supplies for the activity department. Maintain accurate records of P-Card purchases in accordance with Accounting procedures.
- 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.
- Provide dining room coverage for 30 minutes while the participants are eating lunch. Assist with meal service and clean up.
- Attend staff meetings, committee meetings, marketing events, facilitate support groups and training as requested. Assist with agency events and programs as requested.
- Assist participants in mobility and personal care as necessary.
- 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.
- Must hold current certification as a Certified Therapeutic Recreation Specialist OR Occupational Therapist.
- Current Activities Director certificate is preferred.
- Prior experience working with geriatric and ID/DD populations; including those with cognitive and physical impairments, or medically fragile is required. Prior experience working within an adult day program setting is desired.
- Experience providing support to individual(s) with Alzheimer's or other dementias, Parkinson's disease, Multiple Sclerosis, and/or other cognitive impairments is preferred.
- Prior experience planning and leading activities to the population served.
- Ability to interact effectively with staff, supervisors and clients (participants and families).
- Must have 1-2 years of supervisory experience
- 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 a 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.
- 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.