



Job Posting

The Jewish Community Center has an opening for a full time **Program Assistant** to join our Adult Center Team. Our licensed Adult Day Center is located at our Creve Coeur location and is open Monday-Friday, 7:00am to 6:00pm. Applicants for this position should be available to work a 40 hour per week schedule within our operating hours. 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 Program Assistant position is responsible for providing personalized services for individuals 21+ who have autism spectrum disorders (ASD) and other intellectual or developmental disabilities, as well as older adults with Alzheimer's/Dementia and other cognitive impairments.

The Adult Day Center at the J offers two specialized program tracks, including Creative Minds and the Achievement Program. The Achievement Program is geared to help our participants build upon their current knowledge, discover new abilities and cultivate their interpersonal skills all while working to achieve their own goals for personal growth. The Program Assistant position will work primarily within the Achievement Program, which is focused to provide individualized training that promote soft skills development, speech therapy, physical fitness, volunteerism, and socialization to our younger adults.

Essential Responsibilities:

- Support individuals with developmental disabilities as they participate in group or individual activities, helping them to be successful with learning and developing their skills
- Assist in researching, developing and implementing activities focused to benefit participants cognitively, socially, recreationally, physically, and will assist with independent skills development, both for large and small groups of participants.
- Complete all daily documentation and data collection to record observations on assigned participants to maintain compliance with licensure and contracts: i.e. Department of Mental Health and Department of Health and Senior Services.
- Facilitate individual accommodations necessary to enable the participate to fully participate activities
- Facilitate physical location transitions or sensory breaks between activities (on and offsite) as needed
- Appropriately intervene in all crisis situations related to behavior or health as needed
- Work cooperatively with Adult Day Center and Program Specialist to enhance offered programs
- Observe participant behavior, assess its appropriateness, and apply appropriate behavior management techniques
- Greet family members as they arrive to drop off/pick up participants.
- Monitor accuracy of participant name tags daily and weekly maintenance of the Wonder Guards.
- Assist participants in mobility, personal care and with serving food during meal times.

- Assist participants with activities of daily living including toileting.
- Care for the physical and emotional well being of every Adult Day Center participant at all times.
- Provide quality customer service at all times, and represent the JCC and Adult Day Center in a positive and professional manner.
- Recognize and respond to opportunities for problem solving.
- Enforce appropriate safety regulations and emergency procedures.
- Attend staff meetings, committee meetings, training sessions and assist with agency events and programs as requested.
- Provide backup coverage to Adult Day Center programs as needed.
- Adhere to Social Work Code of Ethics, HIPAA and confidentiality guidelines at all times.
- Other duties as assigned. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Qualifications:

- High School diploma or GED is required; related Associates or Bachelor's degree is preferred.
- 1+ year(s) of experience working with individuals with developmental/intellectual disabilities required.
- Working knowledge of medical conditions and diagnoses common among elderly and disabled populations is a plus.
- Prior experience working with the elderly, medically frail and/or people with various cognitive impairments such as dementia is strongly preferred.
- Prior experience with providing personal care assistance (i.e. toileting, physical transfers, etc.) is strongly preferred.
- Experience with development and implementation of individualized and person centered goals, preferred.
- Must have prior experience with planning and leading activities to the population served.
- Must have excellent communication skills, both written and oral.
- Visual and auditory acuity with excellent communication skills to understand and interpret written and oral materials and instructions is required.
- Must have advanced computer skills (Database systems and Microsoft Office Suite: Outlook, Excel, Word, PowerPoint, Access). Demonstrated ability to learn new computer applications is a must.
- Must have a teamwork mentality and excellent interpersonal skills.
- Must be able to assist with the restroom needs of participants.
- Physical ability to lift 40 pounds, transfer participants (on occasion up to 250 pounds) and assist participants with mobility.
- Must have the visual acuity to monitor participants and focus near and far.

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/First Aid certification, TB testing, and Hepatitis A vaccine are required in this role per licensure. The J provides training/re-certification, testing, and vaccine if employee does not already have.

Position is subject to a pre-employment background check and physical.

For additional information about the J, please see our website, www.jccstl.org

To apply, please submit your cover letter, resume and complete J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, "Program Assistant" . Our application is available for printing on the employment section of our website. Please note this is not an online form.

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