



Job Posting

The Jewish Community Center is looking for a full time **STEAM Specialist** to join our Adult Day at the J team. Our licensed Adult Day program 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 during our operating hours. Occasional evening or weekend hours are sometimes necessary in support of community events and meetings. The ideal candidate for this position will be a self-starter, highly organized, efficient with multi-tasking person who enjoys a highly active role in a fast-paced environment.

The Adult Day at the J is accredited by the State of Missouri and licensed by the Missouri Department of Health and Senior Services. We offer two specialized program tracks, Connections and IN. Both programs are geared to help our participants build upon and maintain their current knowledge, discover new abilities and cultivate personal growth while working to achieve their individualized goals.

Full time employees at the J are eligible for benefits including medical, dental, vision, 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.

Overview:

The **STEAM Specialist** administers, develops and implements activities and programs for children and young adults of all developmental and intellectual ability levels to help them further develop their social and living skills. This position is responsible for daily activity implementation and direct support of participants within the IN program. This position is also responsible for planning multi-generational programs and activities with the Program Coordinators for Adult Day at the J, the Inclusion Department team, Early Childhood Center team, other departments within the JCC, and other external agencies. The STEAM Specialist provides inquiry-based experiences for participants in a variety of content areas that support soft skill building, promote independence and encourage socialization. Areas of specialist instruction include, but are not limited to: Science, Nature, Sensory, Cooking, Art, Judaics, and Music & Movement.

Duties & Responsibilities:

- Plan, promote and arrange activity and programming logistics for IN, a program for young adults age 18 and older with Intellectual/Developmental Disabilities.
- Collaborate with local organizations as well as JCC departments to implement interdisciplinary STEAM sessions across multiple programs/departments.
- Communicate daily with parents/guardians/participants to discuss progress and address their concerns. Ensure supervisor is informed of any concerns and notified of any communications which are sent out, as appropriate.
- Together with Adult Day team, plan marketing and outreach efforts to promote the program and recruit new participants.
- Develop and implement strategies to ensure that maximum possible participant attendance is achieved daily.
- Ensure all new participant enrollment documentation is secured
- Conduct participant assessments to identify individual strengths and support needs to determine eligibility prior to program enrollment.

- Interact regularly with participants and families to develop goals and objectives for program participation and to discuss their expectations of the program.
- Ensure that individualized goals are recorded, tracked and monitored appropriately for each participant
- Responsible for coordinating all logistics for programs/events, including purchasing food, art/activity supplies, print materials, and communications with Building & Grounds regarding transportation and space reservations for each program, arriving 30 minutes prior to start of program to prepare, check in of participants, collect payments and prepare deposit if necessary, etc.
- Ensure staff-to-participant ratios are maintained at all times and ensure proper levels of support are provided according to each participant's needs. Provide guidance to staff and volunteers to enable them to best support the participants.
- Provide direct support to participants of the Adult Day at the J program, which will involve engagement in a variety of activities including physical exercise, swimming, meal services, and managing personal care matters.
- Prepare, review and maintain daily documentation to ensure compliance per all funding source guidelines.
- Assist with audit preparation and monthly monitoring visits from state funders.
- Together with Volunteer Coordinator, identify volunteer opportunities; coordinate, train and supervise volunteers to support activities as appropriate. Be sure to clearly communicate expectations to volunteers prior to start of programs.
- Attend meetings as required including, weekly staff meetings, regular meetings with supervisor, and other program specific meetings.
- Complete all trainings as required by funding source and licensure regulations.
- Provide quality customer service through prompt and consistent communication.
- Collaborate within the JCC to facilitate the most inclusive environment for new and existing programs.
- Adhere to all JCC and departmental policies.
- All other duties as assigned by supervisor.

Qualifications

- BS/BA in an education or human services related field required. *(Note, per licensure, minimum age of 18 is required)*
- Graduate degree in a human service and/or education related field preferred (MSW, MEd, etc.).
- Must have education, credit hours, certification or experience in area of specialization.
- Experience with public speaking, and leading small and large group presentations.
- Prior experience with lesson planning, program development and/or skill instruction for small and large groups.
- Some experience in grant writing or fundraising is desired.
- 1-2 years prior experience working with persons with ID/DD required.
- 1-2 years of experience in a supervisory or management role preferred.
- Proficiency in documenting and creating individual support plans required.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access) required.
- Strong written and verbal communications skills.
- Able to physically stand, walk, bend, stoop, kneel and lift children up to 50lbs required.
- Capable of engaging in physical exercise for extended periods, both indoors and outside.
- Comfortable working closely with adults, teens, and children with disabilities.
- Must possess strong organizational skills and ability to multitask in a dynamic environment.
- Must be available to work nights and occasionally weekends as necessary.

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 and resume to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email, "STEAM Specialist". 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.