

SERVICES NOW FOR ADULT PERSONS, INC.

THE CAREGIVER PROGRAM

JOB DESCRIPTION - OUTREACH/GROUP RESPITE COORDINATOR

Role: Under the supervision of the Caregiver Program Director, the Outreach/Group Respite Coordinator is responsible for the oversight and operations of the Outreach and Group Respite components of the Caregiver program. In regard to outreach, the Coordinator will develop strong collaborations within the community, and seek opportunities to enhance knowledge of the program within Community Districts 8,9,10,11,12,13&14. In regard to Group Respite, the Coordinator will assist in planning, and facilitating social and recreational activities appropriate for individuals with Alzheimer's disease and other related dementias.

Responsibilities include:

Develop, maintain and exhibit strong presence throughout Queens regarding program services by establishing collaborations and organizing events (virtual & in person) with a vast array of community organizations including: local officials, medical facilities, not for profits and other local businesses.

Create captivating flyers for outreach and social media content and demonstrate working knowledge of creative programs such as Canva and Constant Contact for weekly and monthly emails.

Experience working with individuals diagnosed with early to mid- stage Alzheimer's or dementia and their informal caregivers.

Assist with the planning, organizing, coordinating and facilitating of all group respite activities for group respite participants.

Maintain appropriate statistics, comprehensive demographic data, accurate recordkeeping, reports required.

Participate in trainings

Availability for nights and weekends when needed it.

Perform other tasks as requested

Qualifications:

Bachelor's in Social Work or other Human Service Degree.

PPD (Mantoux) skin test for tuberculosis prior to employment and every two years required

Complete Alzheimer's/dementia specific training as required by regulations for Group Respite program

CPR/AED certification a plus

8:30pm to 4:30pm, 5 days/week, 35 hours per week. Automobile required for Home Visits

Email Resume: Shafia Shaw, sshaw@snapqueens.org