

Job Title	Participant Program Coordinator
Employer/ Agency	Insperty/The Amazing Place
Job Description	<p>As our Program Coordinator you will be an enthusiastic member of our dynamic program team approaching work with energy and creativity. Demonstrating solid presentation skills you will utilize multiple technologies in the execution of the daily activity schedules designated by the Participant Program Manager. You will work in the Participant Program department with persons who have mild to moderate memory loss. You will make a difference in life's of our clients by performing the following duties:</p> <ul style="list-style-type: none"> • Encourage participants to exercise a measure of independent thinking in making self-choices, learning new skills and maintaining former interests, enhancing the functional and cognitive ability of participants as much as possible • Present and/or co-present programs in front of a large participant group including trivia, word games, short stories and cognitive games • Demonstrate both flexibility and responsibility in understanding and interpreting various needs of our participants and their families • Report observations of participants and their needs to Participant Program Manager, Nurse, or Director • Encourage the social exchange of participants with staff and other participants • Prepare materials for upcoming weekly programs • Help to serve and clean up after lunch/snack periods • Maintain current CPR, AED and Alzheimer Essential Certifications • Assist with ambulation and transferring of participants from vehicles, chairs or wheelchairs • Welcome families and caregivers warmly to assist them and their loved ones in making the transition to a care center environment
Qualifications	<p>Requirements:</p> <ul style="list-style-type: none"> • Bachelor's degree or a combination of education and training working with seniors and individuals with mild to moderate dementia is required • Current CPR, AED and Alzheimer Essential certifications • Demonstrated approach to work with energy, enthusiasm and creativity • Proficient with a variety of technologies including Smart Board, PowerPoint, MS Office, data base tools, Ipad Touch/Ipad, Wii, Xbox Kinect and an assortment of audio/visual components • Practice non-judgmental, unconditional acceptance of our participants • Demonstrated warmth and kindness • Maintain a cheerful, friendly and positive attitude • Demonstrated patience and center-approved techniques to educate

	<ul style="list-style-type: none"> and communicate with Amazing Place participants • Speak clearly and persuasively in positive or negative situations • Utilize listening skills to gain clarification and respond appropriately to questions • Uphold organizational values, working with integrity at all times and treating people with respect • Demonstrate the ability to adapt to frequent changes, delays, or unexpected events that are endemic to working with the specified population • React well under pressure • Observe safety and security procedures; report potentially unsafe conditions
Salary/Hours	\$12-\$15.50/hour 40 hours/week Monday-Friday
Employer/Agency	Insperity/The Amazing Place
Address	3735 Drexel Dr
City, State, Zip	Houston, TX 77584
Contact Person	Linda Montgomery
Contact Title	Program Manager
Telephone Number	713-552-0420
Fax Number	
Email Address	lrowlison@amazingplacehouston.org
Application Method	To respond to this opportunity, please go to: http://ejob.bz/ATS/jb.do?reqGK=810569
Opening Date	9/18/14

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