



PARTICIPANT PROGRAM LEADER – CENTRAL

Reports To: Participant Program Manager

Team/Department: Participant Program/Day Program

FLSA Status: Non-Exempt

Location: Amazing Place Central – Houston Campus

Hours: Monday-Friday, 6:45 AM– 3:15 PM

or 9:45 AM-6:15 PM, or any 8-hour shift between 7:00am-6:15pm – The assigned schedule is based on the needs of Amazing Place.

POSITION OVERVIEW

Works as a team with the other members of the Participant Program Department, executing daily schedules for the Amazing Place Participant Program, designed for older adults with mild to moderate dementia.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Present and/or co-present programs in front of a group of Participants including exercise, trivia, word games, short stories and games.
- Cue, accompany and/or assist Participants with toileting. These incidents will be shared during standup meetings or documented in One Note.
- Welcome Families and Caregivers warmly and help make transition times as easy as possible.
- Encourage social exchange with Participants.
- Report observations of Participants and their needs to the Program Manager or AP Nurse.
- Serve and/or clean up after lunch and snack periods.
- Set up and assist in various group activities.
- Assist new Participants in integrating into the program by helping them find activities they enjoy. Fill out the New Participant Integration form, as assigned.
- Monitor Participants as they transfer from chairs and vehicles.
- Assist with assigned afternoon clean up.
- Focus positive attention on Participants who may need some redirection to successfully participate in group programs
- Participate in required staff meetings on TEAMS and daily stand-up meetings.
- Assist with Participant departures.
- May be asked to open the building with duties including but not limited to; watering plants, feeding fish, blowing the driveway and/or courtyard free of debris, leaves, etc., inspecting the building and grounds for trash, and reporting any safety concerns to Facilities/Operations Manager.
- Accept packages from vendors and help ensure they are stored properly.
- Additional facilities support and duties as assigned.



QUALITATIVE DIMENSIONS OF POSITION

To perform the job successfully, an individual should demonstrate the following competencies:

- Approaches work with energy and enthusiasm.
- Proficient with a variety of technologies including MS Office Suite, iPad, Wii, X-box Kinect, and an assortment of audio/visual components.
- Practices non-judgmental, unconditional acceptance of our Participants.
- Demonstrates warmth and kindness.
- Maintains a cheerful, friendly, and positive attitude.
- Demonstrates patience and center-approved techniques to educate and communicate with Amazing Place Participants.
- Speak clearly and persuasively in positive or negative situations.
- Utilizes listening skills to gain clarification and responds appropriately to questions
- Upholds organizational values, working with integrity at all times and treating people with respect.
- Demonstrates the ability to adapt to frequent changes, delays, or unexpected events that are endemic to working with a specified population.
- Reacts well under pressure.
- Observes safety and security procedures; reports potentially unsafe conditions
- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

EDUCATION

High school diploma and one year of work experience or equivalent combination of education and work experience.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

Maintain current CPR, AED and initial EssentALZ Certifications obtained at Amazing Place once employed.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Possesses solid organizational skills as well as intermediate to advanced computer/technology proficiency. Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with people who have mild to moderate dementia.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision and Color vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit. The employee is frequently required to stoop, kneel, crawl, or stoop.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

COMPENSATION

This is a non-exempt position, and compensation is commensurate with experience. Attractive benefits package included.

APPLICATION PROCESS

Resumes are currently being accepted and will continue to be accepted until a candidate has been selected. To apply please submit your resume, cover letter and salary requirements to careers@amazingplacehouston.org. Only those selected for an interview will be contacted.