AMAZING PLACE®
Helping Families with the Challenges of Dementia and Alzheimer's

JOB ANNOUNCEMENT
PARTICIPANT PROGRAM COORDINATOR

Reports To:	Participant Program Manager
Team/Department:	Participant Program Team/Day Program
Location:	Amazing Place West/Katy
FLSA Status:	Non-Exempt
Hours:	9:45 a.m.-6:15 p.m. Monday-Friday (closing shift) Some flexibility will be required.

EMPOWERING LIVES SINCE 1996:
Amazing Place began as The Senior's Place in two converted classrooms at St. Luke's United Methodist Church in 1996 under the leadership of Rev. Dean Robinson. Today, we annually serve more than 10,600 individuals and opened our second campus in Katy in 2025.

OUR MISSION:
We empower families facing the challenges of dementia and Alzheimer's and advance brain health for all.

WHO WE ARE:
At Amazing Place, we believe that those living with dementia can live full, meaningful lives. We also believe much can be done to embrace good brain health, protect memory, slow progression of and prevent neurological disorders.

POSITION OVERVIEW:

The Program Coordinator is an enthusiastic member of our dynamic program team, approaching work with energy and creativity. Demonstrating solid presentation skills, the coordinator utilizes multiple technologies in the execution of the daily activity schedules designated by the Participant Program Manager. Coordinator works in the Participant Program Department with persons who have mild to moderate dementia.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Present and/or co-present programs in front of a large Participant groups and virtually including trivia, word games, short stories and cognitive games.
- 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.
- 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 the Participant Program Manager, Nurse, or Health Services Director.
- Encourage social exchange amongst Participants and volunteers
- Prepare materials for upcoming weekly programs and presentations on a large variety of subjects.
- Help serve and clean up after lunch/snack periods.
- Assist with ambulation and transferring of Participants from vehicles, chairs or wheelchairs.
- Welcome New Families and Caregivers warmly in order to assist them and their loved ones in making the transition to a Care Center environment.
- Assist new Participants program integration by helping them find activities they enjoy. Fill out new Participant Integration form as assigned.

QUALITATIVE DIMENSIONS OF POSITION

- Approaches work with energy, enthusiasm and creativity.
- Is proficient with a variety of technologies including; PowerPoint, MS Office, database tools, Apple TV, Xbox Kinect, Zoom, TEAMS and an assortment of audio/video 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.
- Speaks clearly and persuasively in positive and/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 the specified population.
- Reacts well under pressure.
- Observes safety and security procedures; reports potentially unsafe conditions.

REQUIRED QUALIFICATIONS AND TECHNICAL ABILITIES

- Bachelor's Degree or Activity Assistant Certification or equivalent combination of education and experience working with mild to moderate dementia participants is required.
- Computer Proficiencies – Microsoft products, including PowerPoint, Excel, Word, and ZOOM.
- Bi-Lingual Spanish/English a plus.

REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS

- Must maintain current Adult CPR/AED certification, Completion of Essential ALZ or three years professional dementia care experience. These certificates/licenses can be obtained once hired.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

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 persons who have mild to moderate dementia.

COMPETENCY

Amazing Place's mission is: *empowering lives disrupted by dementia*. Consequently, we feel that in order to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

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, crouch, or crawl.

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.

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.