

## **Amazing Place Cuidando con Respeto Program Manager**

Sorrell is pleased to partner with Amazing Place in the search for a Program Manager for its new Cuidando con Respeto program.

Amazing Place is a well-established and growing Houston nonprofit serving individuals with dementia and their caregiving families, health professionals, community organizations and congregations. It offers site based and virtual day programs as well as meal services and myriad education offerings for family members and caregivers.

Originally known as The Seniors Place, Amazing Place was first formed in 1996 based on the leadership of a visionary minister at St. Luke's United Methodist Church who saw the tremendous need for providing respite support and education to individuals and families impacted by dementia. The organization was first formed by a founding committee comprised of members of St. Luke's and other nearby congregations to research and develop this program. They started in two converted classrooms at St. Luke's with three staff members serving three participants. It became a separate nonprofit organization in 1998, and as the number of participants grew over the years, the organization moved to its own building and eventually to a new state-of-the-art facility at 3735 Drexel Drive, where it is today.

Currently there are 16 local congregations that have joined together to form a collaborative Board of Directors to govern and guide the organization, along with 5 at-large members. With the anticipated expansion of a second Amazing Place facility in Katy, Texas, the organization also has established an Amazing Place West Council of Congregations comprised of nine additional congregations. Amazing Place also has additional leadership support through its Advisory Councils consisting of health professionals and other interested individuals.

Amazing Place's **Mission Statement** is Empowering Lives Disrupted by Dementia, and its **Vision** is Ending the Stigma of Dementia. Please see [www.amazingplacehouston.org](http://www.amazingplacehouston.org) for more information.

### **SUMMARY OF THE POSITION**

The organization is seeking a dynamic, faith-filled, bi-lingual leader, with a master's in social work, nursing or public health, who possesses excellent management skills, is highly organized and very flexible to lead the Cuidando con Respeto (CR) program in Spanish speaking congregations. The Cuidando con Respeto Program Manager (CRPM) position will be a new, critical role as Amazing Place launches this Administration for Community Living grant funded initiative (APCP2), which allows it to partner with Spanish speaking congregations in Houston to support families caring for an aging adult facing cognitive challenges.

Amazing Place is seeking a gifted and inspirational leader for this role. The ideal candidate will be a highly relational, hands-on leader with a deep passion for Amazing Place's mission and vision.

The primary responsibility of the CRPM is to develop and finalize the approach to implement the Cuidando con Respeto program to various Spanish speaking congregations in the Houston area. This anticipated 4-week, after-church program will include a multi-generational meal followed by breakout activities for the different generations/family members attending. The primary goal of this class is to have the primary caregiver receive the CR program curriculum delivered by the CRPM, while other family members are engaged in meaningful activities.

The Cuidando con Respeto Program Manager will:

- Become an expert in the Cuidando con Respeto and Savvy curriculum to be able to fully support and educate Hispanic/Latino families facing this challenging journey.

- Develop relationships with key clergy and church staff at partnering congregations to develop the plan for implementation of CR in each of their churches.
- Assist the Executive Director in recruiting and meeting with the Cuidando con Respeto Advisory Group for this project.
- In each church, collaborate with pastors/staff to help identify families struggling with an aging adult who may have, or be at risk for Alzheimer's Disease and Related Dementia (ADRD) and determine recruiting approaches.
- Work with Communications Team to market classes to communities near specific churches.
- Hire and work with Cuidando con Respeto Volunteer Coordinator (CRVC) to develop meaningful and reasonable volunteer assignments to help with multi-generational lunch and afternoon programs in each church.
- Hire and work with two Cuidando con Respeto Activity Assistants (CRAAs) to prepare for a variety of meaningful multi-generational activities at each church, working closely with church pastors/staff to try and anticipate attendees' needs.
- Deliver educational presentations and guidance to clergy, staff and lay leaders on how to produce a more dementia friendly church experience for the person living with dementia (PWD) and their caregiving family.
- When needed make appropriate referrals to local resources as specific to the person's/families' needs.
- Attend marketing presentation events as requested.
- Attend Staff meetings, Staff trainings, APCP2 meetings and lead CR Team Meetings.
- Respect and value each individual faith community's values and practices and incorporates church and congregant's faith values and practices into interactions and interventions.
- Be open to making adaptations and adjustments to the program as it evolves.
- Completes documentation and data collection and records data entry tasks associated with tracking measurable outcomes.
- Assists with APCP2 grant reports as needed.
- Other responsibilities, as assigned.

Reporting to Amazing Place's Executive Director, the CRPM will have direct reports that include a Cuidando con Respeto Volunteer Coordinator (CRVC) and one or more Cuidando con Respeto Activity Assistants (CRAA). S/he also will enjoy many collaborative relationships across Amazing Place as well as with clergy and lay members of area churches across the community.

#### **REQUIRED QUALIFICATIONS AND TECHNICAL ABILITIES**

- Must have a master's degree in Social Work, Nursing or Public Health
- Computer Proficiencies – Microsoft products, including PowerPoint, Excel, Word, and ZOOM
- Bi-Lingual Spanish/English (native Spanish speaking preferred)

#### **REQUIRED CERTIFICATES, LICENSES AND REGISTRATIONS**

- If a Licensed Professional candidate must be in good standing with the State of Texas
- Must maintain current CPR and AED certifications

#### **REQUIRED SPECIAL KNOWLEDGE, SKILLS, AND ABILITIES**

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 and their families could occasionally involve contributing more than your share of the workload to achieve an outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia. Understands strength focused work with individuals and families affected by dementia. Upholds a commitment to high ethical standards. Recognizes the need to utilize and incorporate faith practices into interactions with assigned churches

and congregants. Utilizes self- motivation and organization in order to meet project deadlines and goals. Ability to work independently and utilize supervision and/or team members as a resource when needed to best meet client needs. Ability to travel independently throughout assigned area. Possesses deep understanding of AP's history and relationship with the local church community and honors those traditions and values.

## **COMPETENCY**

Amazing Place's mission is to empower 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

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

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

## **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.

## **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 10 pounds. Specific vision abilities required by this job include Close 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 must be able to drive independently.

### **COMPENSATION**

Compensation is competitive and commensurate with experience. Attractive benefits package.

### **APPLICATION AND REFERRAL PROCESS**

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at [priscilla@sorrellco.com](mailto:priscilla@sorrellco.com) / 281.224.0881 or Laura Sorrell at [laura@sorrellco.com](mailto:laura@sorrellco.com) / 713.854.5351. All inquiries will be held in confidence.

### **ABOUT SORRELL**

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