



## Participant Program Coordinator

Sorrell is pleased to partner with Amazing Place in the search for a new Participant Program Coordinator.

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 five 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*. Its theme **line is** *Helping families with the challenges of Alzheimer's and Dementia.* Please see [www.amazingplacehouston.org](http://www.amazingplacehouston.org) for more information.

### SUMMARY OF THE POSITION

The Participant Program Coordinator is an enthusiastic member of Amazing Place's 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 memory loss.

The ideal candidate will be a caring, patient and creative individual with a passion for Amazing Place's mission and vision.

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Present and/or co-present programs in front of a large Participant group or virtually. Programs include trivia, word games, short stories, cognitive games, physical exercise & others.
- 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 daily in stand-up meetings and/or OneNote.
- Encourage the social exchange amongst Participants as well as volunteers and staff.
- Prepare materials for upcoming weekly programs.
- Help serve and clean up after lunch/snack periods.
- Assist with ambulation and transferring of Participants from vehicles, chairs or wheelchairs.
- Welcome new Participants warmly to assist them in making the transition to a Day Care Center environment.
- Assist new Participants program integration by helping them find activities they enjoy. Fill out new Participant Integration form as assigned.

#### **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.

#### **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 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 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; is able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Judgment** - Displays a 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; 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 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.

## **COMPENSATION**

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

## **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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