

**ALZHEIMER'S ASSOCIATION – Greater Michigan Chapter**  
**Position Description**

POSITION TITLE: Program Assistant - Lead

DEPARTMENT: Program Services

STATUS: Full-Time

POSITION HOURS: 40 Hours per Week

FLSA CLASSIFICATION: Exempt

POSITION LOCATION: Detroit, Michigan

BENEFITS: Health, Dental, and Vision Insurance, 401(k) Retirement Plan, Short & Long Term Disability Insurance, Life Insurance, Generous Time-Off Package

**GENERAL DESCRIPTION:**

The Program Assistant-Lead is responsible for assisting the Respite Services Manager with the overall day-to-day operations for the Adult Day Program. This position also supervises the Program Assistants within the Program. The Program Assistant -Lead position is also responsible for the development, implementation and scheduling of special events and ensuring the appropriate daily activities based on the participants ability and interests are implemented. The Program Assistant-Lead is also responsible for assisting participants as needed in areas of personal care. This position reports to the Respite Services Manager.

**MINIMUM REQUIREMENTS:**

Supervision experience

Degree preferred or equivalent work experience preferred

Experience in a dementia setting preferred

CPR and First Aid certified or able to obtain certification within one-month from hire date

Mature judgment, and strong organizational skills

Ability to develop plan and implement activities

Ability to recruit, communicate and work effectively with volunteers, family caregivers and persons with dementia

Excellent written, verbal and electronic communication skills

Proficiency with Microsoft Office applications, especially Word and Excel

**ESSENTIAL JOB FUNCTIONS:**

Develop and facilitate activities based on the interest and ability of the participants

Engage in one-on-one interactions with participants and encourage participation in activities

Provide limited personal care (including, but not limited to, assistance with transferring, toileting and eating) as dictated by the individual needs of the participants

Monitor all aspects of operations within the day program and provide supervision of Program Assistants and program volunteers

Provide training and professional development resources for staff

Ensure all required necessities/supplies are maintained for the day program by either ordering of or external shopping

Interact with family members on a regular basis

Maintain and monitor all required client records as outlined in the agency policies and procedures

Coordinate the intake process for the Adult Day Program

Conduct 90 day and annual evaluations for program assistants

Conduct staff meetings and individual supervision meetings with program assistants

Assist with community outreach and public relations through networking and public speaking

Assist with the development and implementation of marketing strategies for the day programs

Coordinate the Respite Care Assistance Program and other similar programs as dictated by the needs of the department

Maintain and update knowledge of the individual participants' needs including: dietary requirements, medication, food allergies, assistance with ADLs, likes/dislikes, and all related information to the participant's needs

Assist the Respite Services Manager as dictated by the needs of the program

**WORKING CONDITIONS:**

Normal to fast paced work environment

High degree of public contact and visibility

Work may be stressful at times

Ability to work evenings and weekends as needed for the program

Ability to local travel as needed to perform job duties

**EQUIPMENT:**

Computer

Fax machine

Telephone

Copier/Scanner

Audiovisual equipment

Calculator

Kitchen Equipment

**PHYSICAL AND MENTAL REQUIREMENTS:**

Ability to work effectively with participants, caregivers, staff, and volunteers to build and maintain effective teams

Assessment skills and ability to develop individual Care Plans

Ability to provide personal care to participants, including, but not limited to, assistance with transferring (lifting), toileting and eating

Ability to prioritize and manage multiple tasks

Ability to troubleshoot and problem solve

Ability to communicate effectively in person, in writing and electronically to a variety of audiences

Ability to operate designated office equipment

Ability to lift, carry and transport materials up to 30 lbs

Commitment to a professional code of ethics

High level of integrity, diplomacy and initiative

Equal Opportunity Employer

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