****

 The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Chinatown international District (CID) as a vibrant community and unique ethnic neighborhood through its programs and services. For more information refer to www.SCIDpda.org.

Currently there is 2 part-time **Activity Coordinator** positions open with Senior Services’ Legacy House, a program of the SCIDpda. The hours are Monday - Friday from 9:15AM – 2:15PM

**General Nature & Scope**: This position is responsible for all of the activity programming in both the Adult Day Health Program as well as for the residents of the Assisted Living program. The incumbent needs to be able to recruit, train, nurture and support volunteers participating in both activities programs.

**Essential Duties:** Include the following; other duties may be assigned depending upon project, client or workflow needs.

* Develops Adult Day Health overall quarterly activity calendar to ensure the clinical goals of the participants can be met
* Works with Skilled Service consultants to design appropriate therapeutic programs
* Builds volunteer component of ADH and Assisted Living activity program; provides recruitment, orientation, and ongoing monitoring, support and recognition for all volunteers; develops and updates a volunteer orientation manual
* Develops/ coordinates annual, weekly and daily activities for those residents in Assisted Living who have no specific “goals” to achieve; identifies all Assisted Living residents’ past interests and integrates these into activity plan
* Coordinates planning of and assists residents going on group outings to community and cultural activities, such as shopping
* Ensures that the activities are appropriate for the physical/cultural/ spiritual needs of residents/clients
* Design with Nurse and Health Services Coordinator wellness and other Health Maintenance programs, e.g. flu shots or other screening programs
* Is responsible for budget related to supplies needed for the act ivies program and all activity equipment maintenance; solicits donations and in kind services
* With Community Relations Representative, promotes positive public relations of Legacy House programs by contacting media about special events and connecting to clients, residents, vendors, and volunteers through cards etc.
* Works with outside agencies to develop cross-cultural or intergenerational programs
* Performs as a part-time Case Manager for a small group of ADH participants; completes documentation for those residents
* Assists with resident in-house mealtime activities, including performance of personal care such as ambulation, transfer and toileting assistance; is able to assist residents with their medication, per protocols

**Supervisory Responsibilities:** Recruit, train and assign volunteers, and evaluate their performance.

**Qualifications:**

* Adheres to agency organizational values, standards, and policies and procedures
* Meets all agency and state training requirements
* Enhances own knowledge by attending related workshops, courses and participating in professional networks
* Demonstrates excellent customer service skills when relating to staff, residents, volunteers, and the public
* Utilizes excellent written communication skills in order to create, plans, materials, schedules. Comfortable with basic computer use

# Knowledge, Skills, and Abilities

* Excellent organizational skills
* Demonstrates knowledge and understanding of geriatrics, Asian-pacific Islander cultures and general health terminology
* Competent computer skills
* Creativity
* Supports mission, policies and procedures of agency

# Education & Experience: Any combination of experience and training that would likely provide the required knowledge; skills and abilities will be considered.

* Bachelor’s degree in related field
* Demonstrated experience and interest in working with seniors

**Licenses or Certificates**

CPR

First Aid

Food Handler’s permit

## **Physical Demands / Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

* While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
* Must be able to see and use computer, and able to hear well enough to communicate with co-workers and residents/clients
* Must be able to reach above head and perform repetitive movements
* Must be able to be on feet over long distances and uneven terrain, and must be able to bend to the floor
* Must be able to transfer up to 50 lbs.
* Must have finger dexterity to open containers, buttons and zippers
* This position is exposed to body fluids, infections and odors