# **Cranston Department of Senior Services**

## ADULT DAY SERVICES PROGRAM COORDINATOR

**Part time $18.00 per hour.**

# GENERAL CHARACTERISTICS:

Reports directly to the Adult Day Services Director. Ability to work well with frail/handicapped

elderly. Patience, understanding and excellent organizational skills. Must be able to take

direction from the ADS Director and be open to new learning experiences to enhance communication

with the ADS staff. In absence of Director, reports directly to RN providing supervision.

# ILLUSTRATIVE EXAMPLES OF DUTIES:

Assesses all clients individually. Develops suitable activities with reachable goals and

documents monthly progress.

Coordinates and assists staff in daily implementation of activities and morning exercise programs.

Participates in Quarterly Review of each participants care plan.

Prepares and completes newsletter information to the Executive Secretary under the supervision

of the ADS Director.

Designs bi-monthly calendar of activities and events for participants and is responsible for daily

activity schedule available for staff assignments.

Assists Director to coordinate plans for special functions and field trips.

Supervises and implements ADS décor in accordance with events and seasons.

Provides daily activities for participants, stressing socialization, exercise and creativity, based

on the Activity Consent Form signed by client’s primary care physician.

Performs other related duties as required.

# DESIRABLE KNOWLEDGE, SKILLS AND ABILITY:

Must have supervisory skills, knowledge and ability to assess, plan and implement therapeutic

activity programs for frail/handicapped elderly.

# TRAINING & DESIRABLE EXPERIENCE

Graduate or enrolled in accredited professional activities program with experience in working

with adults with a variety of diagnosis, including Alzheimer’s Disease, dementia, disabled and mentally

or physically.